

# State Treasurer's Office



## Electronic Deposit Form (EDF) System



## User Manual

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## SYSTEM REQUIREMENTS

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- Operating System: Windows 2000 or XP
- Internet Browser: Internet Explorer 5.5 or higher
- Adobe Acrobat Reader: Version 5.0 or higher
- Office: Microsoft Office 2000 or higher
- Printer: Laser printer, which is capable of printing within 3/8" from the bottom of the page.
- Toner: MICR toner
- Paper: Blank Deposit Paper (24 lb. & Twice Perforated, 8½" x 11")
- Monitor: Computer screen capable of displaying 800 x 600 pixels

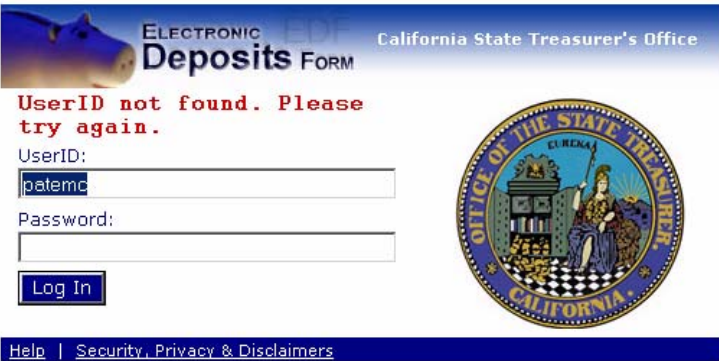
# SECURITY

## Password

Password rules:

1. Must be a minimum of 7 alphanumeric characters
2. Must contain at least one lowercase character
3. Must contain at least one uppercase character
4. Must contain at least one numeric character
5. Special characters and spaces are not allowed
6. Case sensitive

Three (3) consecutive incorrect attempts to logon inactivates a UserID. Users can contact the Agency Site Administrator to have it reset. Site Administrators that get locked out may contact another Site Administrator in their agency or can contact STO to have their UserID reset.



**ELECTRONIC DEPOSITS FORM** California State Treasurer's Office



**UserID not found. Please try again.**

UserID:

Password:

[Log In](#)

[Help](#) | [Security, Privacy & Disclaimers](#)



**ELECTRONIC DEPOSITS FORM** California State Treasurer's Office


**Your account is inactive. Please contact your site administrator.**

UserID:

Password:

[Log In](#)

[Help](#) | [Security, Privacy & Disclaimers](#)



## Security Levels

### State Treasurer's Office Level:

- **STO Admin:**
  - Can add/delete agencies
  - Can add/delete agency CTS accounts
  - Can add/delete/modify CTS banks
  - Can add/delete agency Site Administrator
  - Can leave system message for all EDF users
  - Can run special reports

### Agency Level:

- **Site Administrator**
  - Can add/delete/modify other agency personnel (lower security levels)
  - Can modify/delete another Site Administrator profile
  - Can reset any UserID except their own
  - Can view user manager audit trail
  - Can also do everything listed under 'Supervisor'
- **Supervisor**
  - Can determine how agency name appears on deposit slips
  - Can modify deposits not transmitted (Deposits Manager)
  - Can download deposit data to Excel
  - Can add/delete/modify location codes for each agency CTS account
  - Can set up For Agency Use (FAU) lines on location code
  - Can set up CTS account-location code relationship
  - Can activate/inactivate banks available
  - Can set defaults for CTS account # and location to determine which account-location appears on the deposit form first
  - Can determine deposit start number
  - Can view agency manager and bank manager audit trails
  - Can also do everything listed under 'User'
- **User**
  - Can key deposits
  - Can also do everything listed under 'Viewer'
- **Viewer**
  - Can view/reprint deposits
  - Can view deposit audit trail
  - Can create reports
  - Can download report to Excel
  - Can modify own password, phone number or e-mail address in 'My Profile'

## Functions Available at each Security Level

- **STO Admin:**
  - User Administration
  - Agency Administration
  - Bank Administration
  - System Message
- **Site Administrator:**
  - Agency Maintenance

- User Manager
  - Agency Manager
  - Bank Manager
- Deposit Maintenance
  - Deposits Manager
  - Download Deposit Data
  - Create a Report
  - View/Reprint a Deposit
- Deposit Entry
  - Deposit
  - Pre-sort (Pre-Sort Agencies only)
  - Misc-Sort (Pre-Sort Agencies only)
  - Adj./Wires/Misc
    - Supplemental Adj.
    - Wires/Misc
- Supervisor
  - Agency Maintenance
    - Agency Manager
    - Bank Manager
  - Deposit Maintenance
    - Deposits Manager
    - Download Deposit Data
    - Create a Report
    - View/Reprint a Deposit
  - Deposit Entry
    - Deposit
    - Pre-sort (Pre-Sort Agencies only)
    - Misc-Sort (Pre-Sort Agencies only)
    - Adj./Wires/Misc
      - Supplemental Adj.
      - Wires/Misc
- User
  - Deposit Maintenance
    - Create a Report
    - View/Reprint a Deposit
  - Deposit Entry
    - Deposit
    - Pre-sort (Pre-Sort Agencies only)
    - Misc-Sort (Pre-Sort Agencies only)
    - Adj./Wires/Misc
      - Supplemental Adj.
      - Wires/Misc
- Viewer
  - Deposit Maintenance
    - Create a Report
    - View/Reprint a Deposit

## AUDIT TRAIL

Audit trails allow someone to see when something was modified (or added/deleted) and who made the change. While only site managers and supervisors have access to the audit trails for the Agency Maintenance Section (User Manager, Agency Manager and Bank Manager), everyone can see the audit trail for a specific deposit item.

Audit trails for deposit items may be viewed in the following functions:

- Deposit Manager (only available prior to transmission and must be supervisor or site manager)
- View/Reprint a Deposit (everyone)

**Deposit Maintenance**

Welcome, Pat Emc Sup.  
You are logged in to the EDF system with [Supervisor privileges](#).

**Deposit Maintenance**

- [Deposits Manager](#)
- [Download Deposit Data](#)
- [Create a Report](#)
- [View/Reprint a Deposit](#)

**System Message**  
(last message posted 7/27/2004)

**Deposit Manager**

[View list of all pending deposits.](#)

**Search for a Deposit:**

By Deposit Number:   By Bank Number:   By Total Deposit Amount:   By Location:

**Deposit Manager - View All**

[Deposits](#) | [Pre-Sort](#) | [Misc-Sort](#) | [Wires/Misc.](#) | [Supplemental](#)

Deposit Date	Deposit Number	Location	Bank	Deposit Total	Entered By	Status
7/22/2004	<a href="#">1333000001</a>	WOZ	CB&T-07	\$656.00	CLsup	Hold
7/22/2004	<a href="#">1333000001</a>	WOZ	BOW-12	\$852.00	CLsite	Transmit

**Deposit Manager - Edit**

Deposit Number: 1333000001 | Deposit Status:  | Deposit Type: D

ACCOUNT / LOCATION 333 / WOZ

CURRENCY ONLY

FOR AGENCY USE:

Coin ONLY

CHECKS

BANK ACCOUNT: 12 (BOW-12)

TRANSPORT:

ITEM COUNT:

DATE DEPOSITED: 7/22/2004

SIGNATURE: CLsite

TOTAL DEPOSIT

| [Reprint Deposit](#) | [Check Audit Trail](#)

**View/Reprint Deposit**

**Search by Deposit Number**

Enter Deposit Number

**Search by Date**

1. ☐ My Deposits ☒ All Deposits

2. Enter Deposit Date  (m/d/yyyy)

**View/Reprint Deposit**

[New Search](#)

Select a deposit below to view and/or reprint.

Deposit Number	Deposit Type	Location	Bank	Deposit Total	Deposit Date	Entered By
<a href="#">1333000001</a>	D	WOZ	12	\$852.00	7/22/2004	CLsite
<a href="#">1333000001</a>	D	WOZ	07	\$656.00	7/22/2004	CLsup
<a href="#">1333000001</a>	P	WOZ	11	\$456.00	3/25/2004	CLsup
<a href="#">1333000001</a>	A	WOZ	01	\$951.00	3/25/2004	CLsup
<a href="#">1333000001</a>	A	WOZ	03	\$321.00	3/23/2004	CLuser

**Deposit Viewer**

Deposit Number: 1333000001 | Deposit Status: Transmit | Deposit Type: D

ACCOUNT / LOCATION 333 / WOZ

CURRENCY ONLY

FOR AGENCY USE:

Coin ONLY

CHECKS

BANK ACCOUNT: 12 (BOW-12)

TRANSPORT: Bankstamp

ITEM COUNT: 0

DATE DEPOSITED: 7/22/2004

SIGNATURE: CLsite

TOTAL DEPOSIT

[Reprint Deposit](#) | [Check Audit Trail](#)



## LOGON AND LOGOFF

### Logon

Three (3) consecutive incorrect attempts to logon inactivates a UserID. Users can contact the Agency Site Administrator to have it reset. Site Administrators that get locked out may contact another Site Administrator in their agency or can contact STO to have their UserID reset.

**ELECTRONIC Deposits FORM** California State Treasurer's Office

**UserID not found. Please try again.**

UserID:

Password:

[Log In](#)

[Help](#) | [Security, Privacy & Disclaimers](#)

**Your account is inactive. Please contact your site administrator.**

UserID:

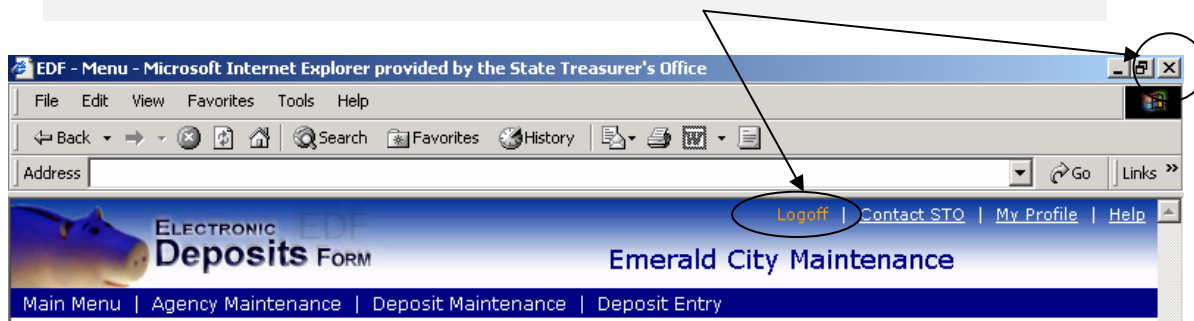
Password:

[Log In](#)

[Help](#) | [Security, Privacy & Disclaimers](#)

### Logoff

It is very important for you to click on 'Logoff' to get out of the system, rather than just clicking on the 'x' in the upper right corner to close the internet browser.



## CONTACT STO

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If you have any questions, you may contact us by clicking on ‘Contact STO’ to send us an email. An untitled message form will pop-up with our email address.



Just type your message and send.

## MY PROFILE

Any user may modify some of the information of their personal UserID profile by clicking on 'My Profile'.



1. Make the desired changes
  - See Password section under Security for password rules
  - **Note: fields marked with an asterisk are required**
2. Then click 'Update' to save

Return to previous

### User Profile

You may edit the information below.  
(\* required field)

Name	Cowardly Lion
UserID	CLsite
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
Phone Number	916-653-8306
Email Address	dclayson@sto.ca.gov

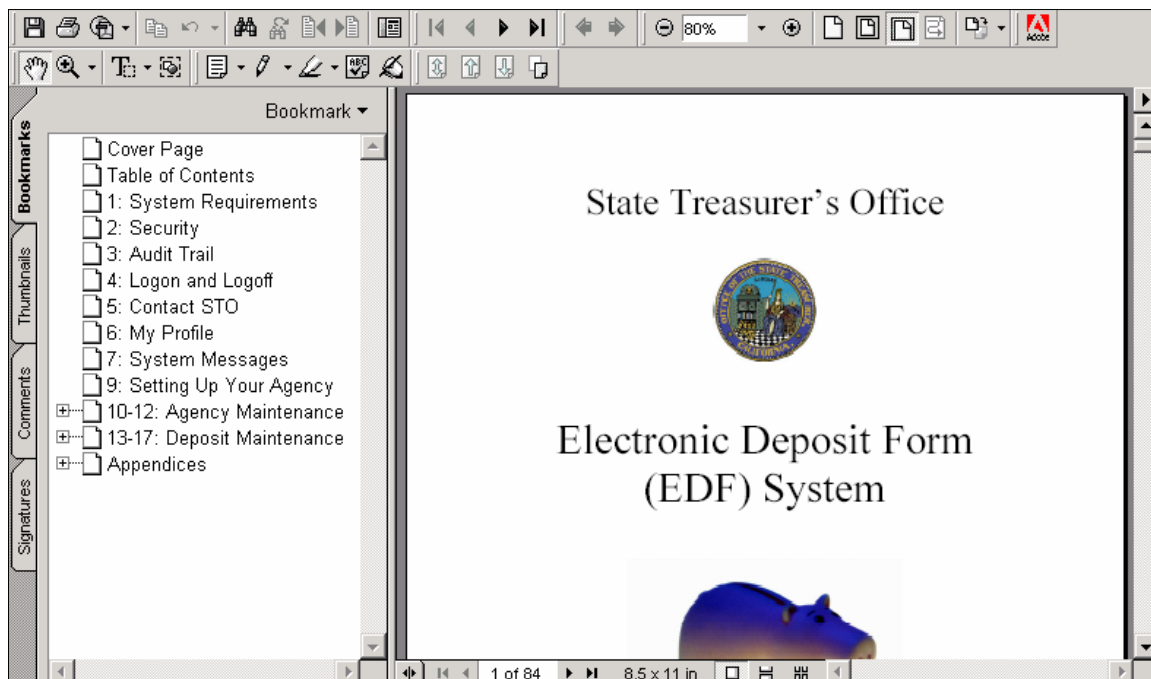
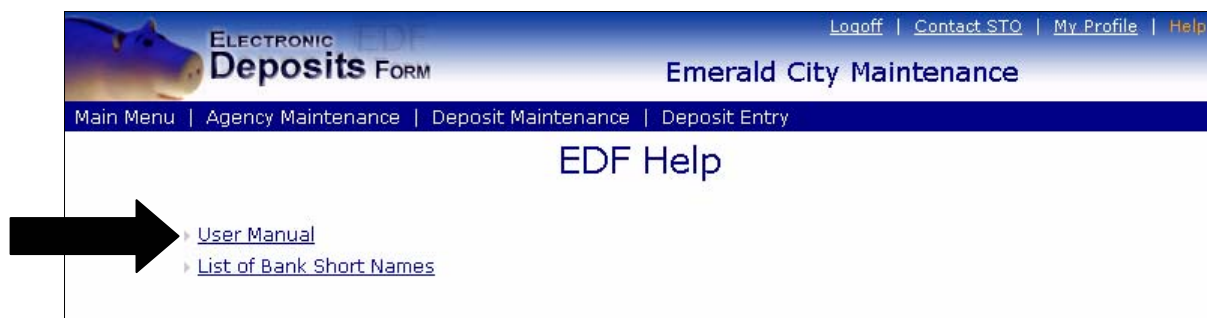
## ONLINE HELP

You may click on 'Help' for limited on-line reference. It takes you to a screen where you can download a copy of the most current EDF User Manual in PDF format or view the short names of the banks.



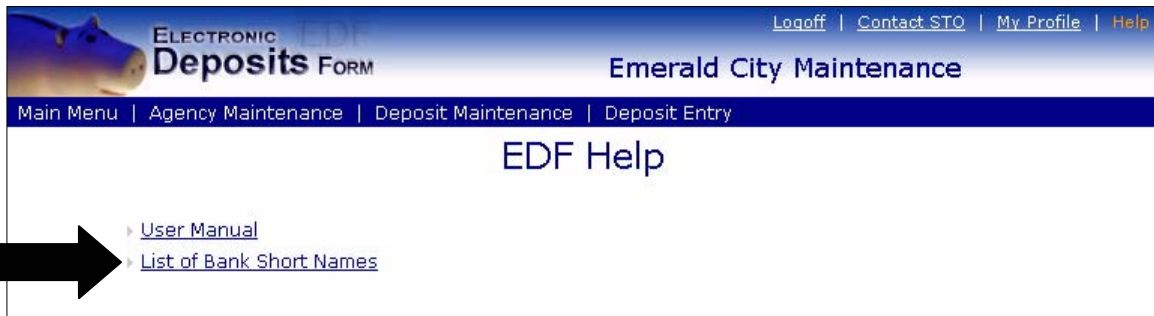
### User Manual

When you click the 'User Manual' link, the most current EDF User Manual appears in PDF format



## List of Bank Short Names

1. When you select the 'List of Bank Short Names' link, the list of all current Regular Banks appears with the following information:
  - Bank Number
  - Bank Short Name
  - Bank Lines
  - Bank Encode
  - Bank Type
2. Use the appropriate links to view the list of all current Pre-Sort or Misc-Sort banks



**ELECTRONIC EDF Deposits FORM** [Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

**EDF Help**

- ▶ [User Manual](#)
- ▶ [List of Bank Short Names](#)



**ELECTRONIC EDF Deposits FORM** [Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

[Help](#) >

### List of Bank Short

[Regular](#) | [Pre-Sort](#) | [Misc-Sort](#)

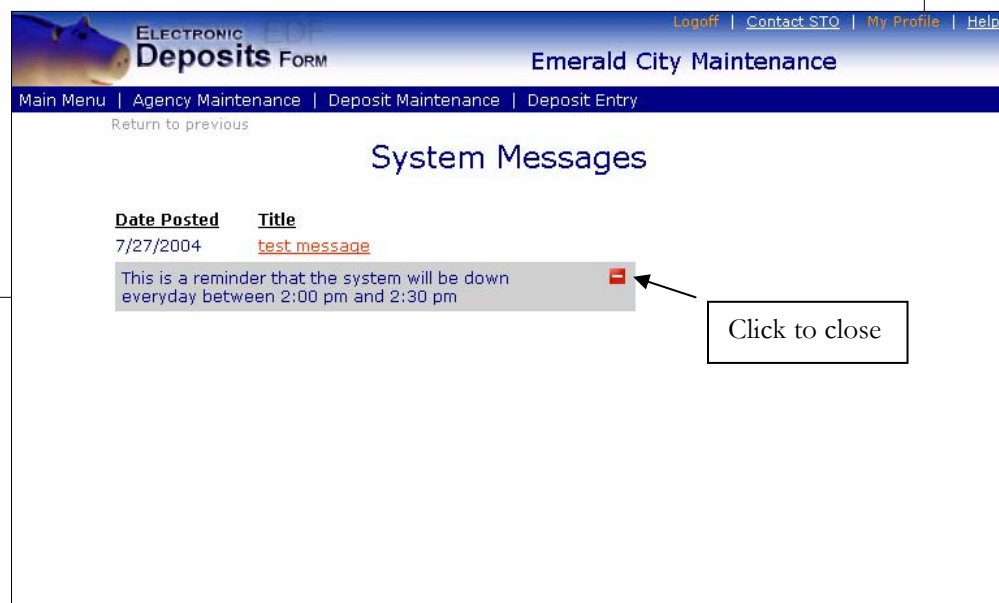
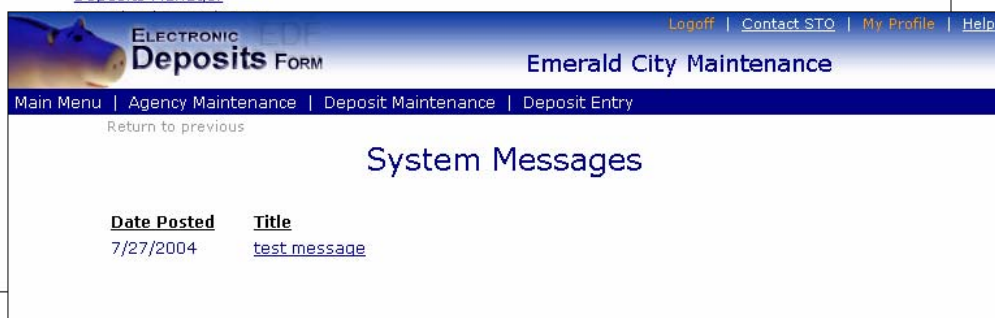
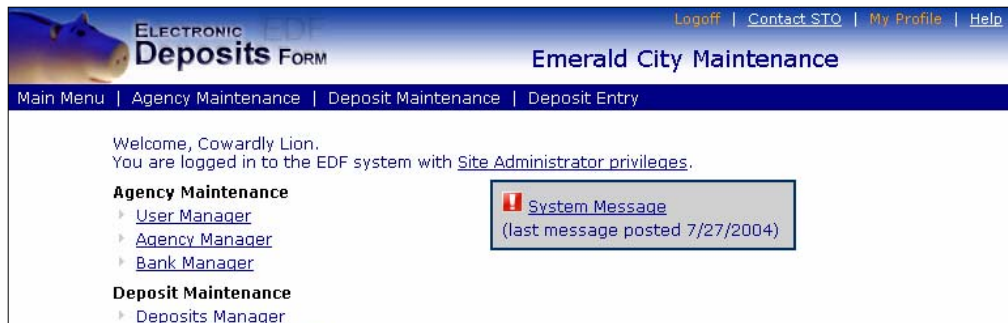
To view a list of Pre-Sort or Misc-Sort Banks, click on the appropriate link.

Bank Number	Bank Short Name	Bank Lines	Bank Encode>	Bank Type
02	BOFA-02	(1) BANK OF AMERICA, N.A., 02 (2) GOVERNMENT SERVICES #1436 (3) 555 CAPITOL MALL, SUITE 1555 (4) SACRAMENTO, CA 95814 (5)	NO	Regular (D)
04	BOFA UI-04	(1) BANK OF AMERICA, N.A. (UI) (2) UI 04 (3) GOVERNMENT SERVICES #1436 (4) 555 CAPITOL MALL, SUITE 1555 (5) SACRAMENTO, CA 95814	YES	Regular (D)
06	UNION-06	(1) UNION BANK OF CALIFORNIA, 06 (2) SACRAMENTO MAIN OFFICE (3) 121 (4) 700 L STREET (5) SACRAMENTO, CA 95814	YES	Regular (D)
07	CB&T-07	(1) CALIFORNIA BANK & TRUST, 07 (2) SACRAMENTO MAIN OFFICE (3) 1331 BROADWAY (4) SACRAMENTO, CA 95814	NO	Regular (D)

## SYSTEM MESSAGES

STO will occasionally put a message for all users on the EDF system.

1. On Main Menu screen click on 'System Message' in the gray box
2. Click on the message
3. Read message and close



## SETTING UP YOUR AGENCY

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### General Instructions

This is a quick chronological reference on setting up your agency. For specific 'how to' details please refer to the appropriate section in the manual.

1. STO sets up agency accounts and CTS banks for agency access
2. STO sets up at least one Site Administrator for agency
3. Agency determines users and their security level (privilege)
4. Site Administrator sets up UserIDs with temporary passwords and security levels (privileges) for each user [see AGENCY MAINTENANCE: User Manager]

**Note: all users should change their password the first time they logon**

**A Site Administrator or Supervisor does the following:**

***[see AGENCY MAINTENANCE: Agency Manager]***

5. Set up agency locations
6. Associate (link) accounts and locations
7. (optional) Set For Agency Use (FAU) lines for each link
8. (optional) Set Agency Default account/location (this combination will always appear first on every deposit entry form)
9. (optional) Set Account Default location (sets the location that always appears first if a specific account is selected)

**A Site Administrator or Supervisor does the following:**

***[see AGENCY MAINTENANCE: Bank Manager]***

10. Inactivate the banks your agency is not currently using
11. (optional) Set the starting deposit number for each active bank (if not set, the default is '1')



## AGENCY MAINTENANCE: USER MANAGER

Security clearance required:


- Site Administrator

### Purpose of Function:

This function allows the Site Administrator to assign various levels of security clearance or privileges, UserIDs and passwords to approved users. (See 'Passwords' section under Security for password rules.) This gives each agency internal control over the number of people with access to their account as well as control over each user's type of access. Each agency may set up their own policies and procedures for determining this authorization process.

A Site Administrator cannot add another Site Administrator, but can activate/inactivate, delete or modify another Site Administrator's profile.

If there is only one Site Administrator for your agency, contact STO for assistance to add another Site Administrator, delete the current Site Administrator or reset a Site Administrator's UserID if they are locked out.



The screenshot shows the 'User Manager' interface within the 'Electronic Deposits Form' application. The header includes a logo, the application name, and navigation links like 'Logoff', 'Contact STO', 'My Profile', and 'Help'. A main menu bar contains 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'Agency Maintenance' section is expanded, showing options for 'Audit', 'Add a User', and 'Edit a User'. Below these options is a table listing existing users with columns for User Name, User ID, Security Level, and Active status.


User Name	User ID	Security Level	Active
<a href="#">emc_pat</a>	<a href="#">patemc</a>	Site Administrator	Yes
<a href="#">Emc Sup, Pat</a>	<a href="#">emcsup</a>	Supervisor	Yes
<a href="#">Lion, Cowardly</a>	<a href="#">CLview</a>	Viewer	Yes
<a href="#">Lion, Cowardly</a>	<a href="#">CLadmin</a>	Site Administrator	Yes
<a href="#">Lion, Cowardly</a>	<a href="#">CLsup</a>	Supervisor	Yes
<a href="#">Lion, Cowardly</a>	<a href="#">CLuser</a>	User	Yes
<a href="#">Lion, Cowardly</a>	<a href="#">CLsite</a>	Site Administrator	Yes
<a href="#">Man, Tin</a>	<a href="#">TMadmin</a>	STO Administrator	Yes
<a href="#">Man, Tin</a>	<a href="#">TMsite</a>	Site Administrator	Yes
<a href="#">Man, Tin</a>	<a href="#">TMview</a>	Viewer	Yes
<a href="#">Man, Tin</a>	<a href="#">TMuser</a>	User	Yes
<a href="#">Man, Tin</a>	<a href="#">TMsup</a>	User	Yes
<a href="#">User, Joe</a>	<a href="#">ECMJoe</a>	User	Yes



## Using User Manager:

### To add a user profile:

- Logon as Site Administrator
- Select 'User Manager' from main menu
- Click on 'Add a User'



The screenshot displays the 'User Manager' interface within the 'Emerald City Maintenance' system. The page header includes a logo for 'ELECTRONIC Deposits FORM' and navigation links for 'Logoff', 'Contact STO', 'My Profile', and 'Help'. The main menu shows 'Agency Maintenance' as the active section. The 'User Manager' title is prominently displayed. On the left, there are links for 'Audit', 'Add a User', and 'Edit a User:'. The main content area features a table of users.

User Name	User ID	Security Level	Active
<a href="#">emc_pat</a>	<a href="#">patemc</a>	Site Administrator	Yes
<a href="#">Emc Sup, Pat</a>	<a href="#">emcsup</a>	Supervisor	Yes
<a href="#">Lion, Cowardly</a>	<a href="#">CLview</a>	Viewer	Yes
<a href="#">Lion, Cowardly</a>	<a href="#">CLadmin</a>	Site Administrator	Yes
<a href="#">Lion, Cowardly</a>	<a href="#">CLsup</a>	Supervisor	Yes
<a href="#">Lion, Cowardly</a>	<a href="#">CLuser</a>	User	Yes
<a href="#">Lion, Cowardly</a>	<a href="#">CLsite</a>	Site Administrator	Yes
<a href="#">Man, Tin</a>	<a href="#">TMadmin</a>	STO Administrator	Yes
<a href="#">Man, Tin</a>	<a href="#">TMsite</a>	Site Administrator	Yes
<a href="#">Man, Tin</a>	<a href="#">TMview</a>	Viewer	Yes
<a href="#">Man, Tin</a>	<a href="#">TMuser</a>	User	Yes
<a href="#">Man, Tin</a>	<a href="#">TMsup</a>	User	Yes
<a href="#">User, Joe</a>	<a href="#">ECMJoe</a>	User	Yes

Add profile on screen below

- Asterisks (\*) denote required fields
- Passwords must be at least 7 alphanumeric characters (see password rules under security)
- Click Access dropdown for level of security/privilege
- Click 'Add User'

**ELECTRONIC DEPOSITS FORM** [Logoff](#) | [Contact STQ](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

Main Menu | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

Agency Maintenance > User Manager

### User Detail

Please add the information below for the new user.  
(\* required field)

**UserID\***

**Password\***  **Confirm Password\***

**First Name\***  **Last Name\***

**Phone Number**

**Email Address**

**Access**  → 

Access:  
Viewer  
User  
Supervisor

**Active** ☐

**To modify a profile (including changing passwords):**

- Logon as Site Administrator
- Select 'User Manager' from main menu
- Click on a user name or UserID
- Modify profile on screen below
- Click 'Update User'

Please note: each user has the ability to change their password, phone number and e-mail address by clicking on 'My Profile'

The screenshot shows the 'User Manager' interface. At the top, there's a navigation bar with 'Logoff', 'Contact STO', 'My Profile', and 'Help'. Below this is a 'Main Menu' bar with 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'Agency Maintenance' section is active, showing a 'User Manager' page. A table lists users: 'emc.pat' (Site Administrator), 'Emc Sup, Pat' (Supervisor), and 'Lion, Cowardly' (Viewer). The 'Emc Sup, Pat' user is selected, leading to a 'User Detail' page. This page has fields for 'UserID\*', 'Password\*', 'Confirm Password\*', 'First Name\*', 'Last Name\*', 'Phone Number', 'Email Address', 'Access' (set to 'Supervisor'), and 'Active' (set to 'Yes'). There are 'Update User' and 'Delete User' buttons. A box on the right shows 'Access: Viewer, User, Supervisor'. A note at the bottom says 'Check Audit Trail'.

User Name	User ID	Security Level	Active
emc.pat	patemc	Site Administrator	Yes
Emc Sup, Pat	emcsup	Supervisor	Yes
Lion, Cowardly	CLview	Viewer	Yes

**User Detail**

Please edit the information below.  
(\* required field)

**UserID\*** emcsup

**Password\*** [masked] **Confirm Password\*** [masked]

**First Name\*** Pat **Last Name\*** Emc Sup

**Phone Number** [empty]

**Email Address** [empty]

**Access** Supervisor

**Active** Yes

**Update User** **Delete User**

**Access:**  
Viewer  
User  
Supervisor

[Check Audit Trail](#)

### To delete a user:

- Logon as Site Administrator
- Select 'User Manager' from main menu
- Click on a user name or UserID
- Click 'Delete User'

The screenshot displays the 'Electronic Deposits Form' interface for 'Emerald City Maintenance'. The top navigation bar includes links for 'Logoff', 'Contact STO', 'My Profile', and 'Help'. The main menu shows 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'User Manager' section lists users with columns for 'User Name', 'User ID', 'Security Level', and 'Active'. The 'emcsup' user is selected, leading to the 'User Detail' page. This page contains a form for editing user information, including fields for 'UserID\*', 'Password\*', 'Confirm Password\*', 'First Name\*', 'Last Name\*', 'Phone Number', 'Email Address', 'Access' (dropdown), and 'Active' (dropdown). The 'Delete User' button is circled in red.

**User Manager**

User Name	User ID	Security Level	Active
<a href="#">emc.pat</a>	<a href="#">patemc</a>	Site Administrator	Yes
<a href="#">Emc Sup_Pat</a>	<a href="#">emcsup</a>	Supervisor	Yes
<a href="#">Lion, Cowardly</a>	<a href="#">CLview</a>	Viewer	Yes

**User Detail**

Please edit the information below.  
(\* required field)

**UserID\***

**Password\***  **Confirm Password\***

**First Name\***  **Last Name\***

**Phone Number**

**Email Address**

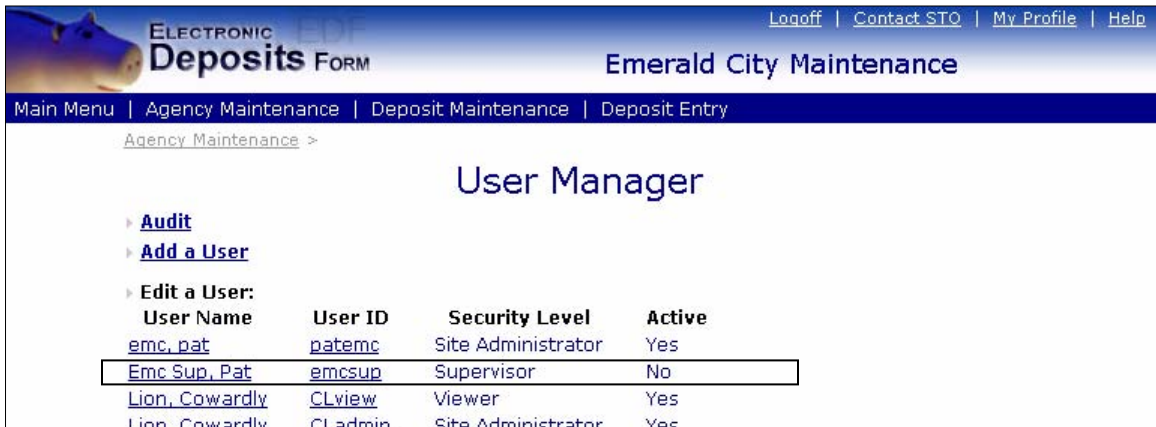
**Access**

**Active**

[Check Audit Trail](#)

### To reset UserID:

- Logon as Site Administrator
- Select 'User Manager' from main menu
- Click on User Name or UserID on screen below
- Change Active from 'No' to 'Yes' on screen below
- Click 'Update User'



**ELECTRONIC Deposits FORM** Emerald City Maintenance

Logoff | Contact STO | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance >

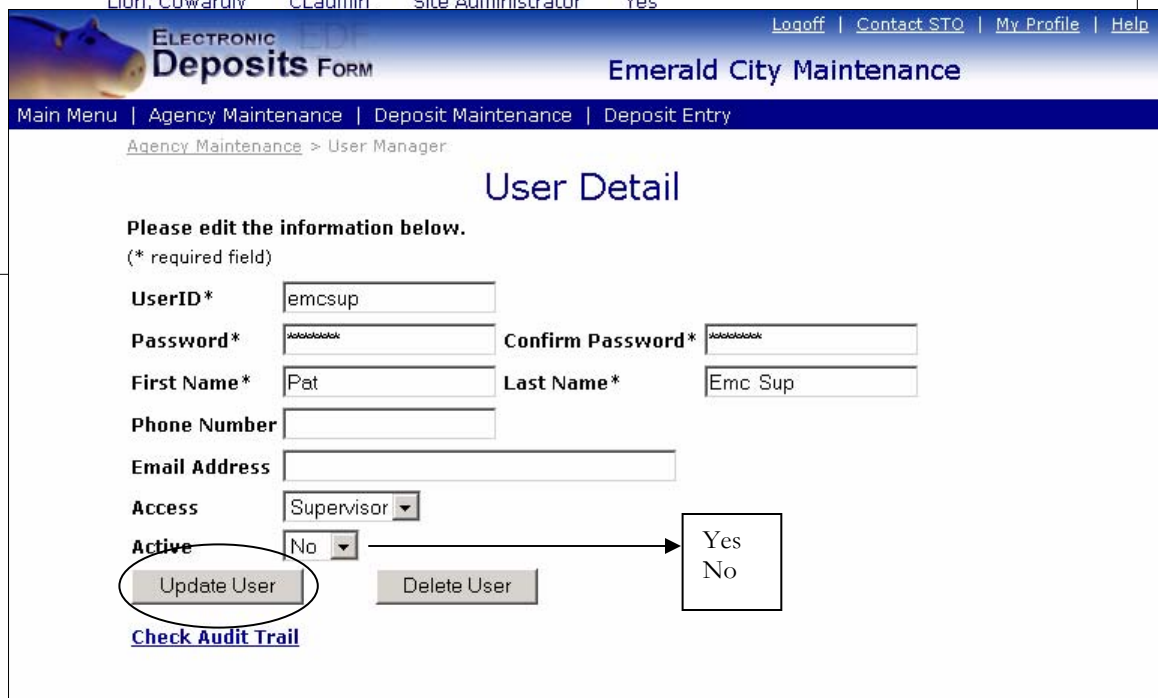
### User Manager

▶ [Audit](#)

▶ [Add a User](#)

▶ **Edit a User:**

User Name	User ID	Security Level	Active
<a href="#">emc_pat</a>	<a href="#">patemc</a>	Site Administrator	Yes
<a href="#">Emc Sup, Pat</a>	<a href="#">emcsup</a>	Supervisor	No
<a href="#">Lion, Cowardly</a>	<a href="#">CLview</a>	Viewer	Yes
<a href="#">Lion, Cowardly</a>	<a href="#">CLadmin</a>	Site Administrator	Yes



**ELECTRONIC Deposits FORM** Emerald City Maintenance

Logoff | Contact STO | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > User Manager

### User Detail

Please edit the information below.  
(\* required field)

**UserID\***

**Password\***  **Confirm Password\***

**First Name\***  **Last Name\***

**Phone Number**

**Email Address**

**Access**

**Active**   

Yes  
No

[Check Audit Trail](#)

## AGENCY MAINTENANCE: AGENCY MANAGER

### Security clearance required:

- Site Administrator
- Supervisor

### Purpose of Function:

The Agency Manager is crucial to the way information is displayed on the deposit entry forms. It establishes critical information available to the personnel using this system. The Agency Manager determines:

1. How the agency name appears on deposit slips
2. The location codes available to the entire agency and to each account
3. The default information on each location code's For Agency Use (FAU) lines
4. The relationship between accounts and location codes
5. Which account-location combination appears on the deposit form first

There are 3 main sections to the Agency Manager:

1. Edit Agency Name
2. List of (Agency) Accounts
3. List of (Agency) Location Codes

The screenshot displays the 'Emerald City Maintenance' web application. The top navigation bar includes links for 'Logoff', 'Contact STO', 'My Profile', and 'Help'. The main menu on the left lists 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'Agency Maintenance' section is expanded, showing 'Agency Manager' and 'Bank Manager'. The 'Agency Manager' section is further expanded, showing 'Edit Agency Name', 'List of Accounts', and 'List of Location Codes'. The 'Edit Agency Name' section (labeled 1) shows the current agency name 'Emerald City Maintenance' and buttons for 'Save' and 'Audit'. The 'List of Accounts' section (labeled 2) shows a table with account numbers 333, 555, and 777. The 'List of Location Codes' section (labeled 3) shows a table with location codes EM, SC, and WOZ\*.

List of Accounts	
333	
555	
777	

List of Location Codes	
EM	
SC	
WOZ*	

### Agency Name:

The agency name in the box determines how it appears on the deposit slips and reports. Please don't be too cryptic. SWRSTCR might be meaningful to you, but it's difficult for the rest of us to decipher.

**ELECTRONIC EDP Deposits FORM** [Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

[Agency Maintenance](#) >

## Agency Manager

**Edit Agency Name**

[Save](#) | [Audit](#)

### Location Codes – In General:

Each agency begins with one mandatory location. This first location is originally set as '000' (3 zeros). It may be edited and changed, but it is a system requirement and CANNOT be deleted. It has an asterisk next to it on the Agency Manager menu.

To change: click on '000', make changes and click 'Save'

**ELECTRONIC EDP Deposits FORM** [Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

[Agency Maintenance](#) >

## Agency Manager

**Edit Agency Name**

[Save](#) | [Audit](#)

---

### List of Accounts

Click an account for Location Associations

[333](#)  
[555](#)  
[777](#)

### List of Location Codes

[Create a Location](#)  
[Delete a Location](#)  
[Audit](#)

Click location to modify name

[000\\*](#)

\* Mandatory Location

### List of Location Codes

[Create a Location](#)  
[Delete a Location](#)  
[Audit](#)

Click location to modify name

[Save](#)

\* Mandatory Location

### List of Location Codes

[Create a Location](#)  
[Delete a Location](#)  
[Audit](#)

Click location to modify name

[Save](#)

\* Mandatory Location



There is no limit to the number of locations you may create, but we recommend that you keep it reasonable for better control. Each location adds another item to the drop down list on the deposit entry form.

**ELECTRONIC DEPOSITS FORM** Logoff | Contact STO | My Profile | Help

**Emerald City Maintenance**

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Deposit Entry > Deposit

ACCOUNT / LOCATION 555 EM	CURRENCY ONLY \$ 0.00
FOR AGENCY USE Auntie Road	COIN ONLY \$ 0.00
BANK ACCOUNT BOFA UI-04	CHECKS \$ 0.00
<input checked="" type="radio"/> BANKSTAMP (Default) <input type="radio"/> COURIER <input type="radio"/> NIGHT DEPOSIT <input type="radio"/> MAIL	ITEM COUNT 0
DATE DEPOSITED 7/27/2004	<b>TOTAL DEPOSIT</b> \$ 0.00
SIGNATURE emcsup	

Each location code can be linked to more than one account. The same location code can have different 'For Agency Use' (FAU) message lines when associated (linked) with different accounts. In the example below, when account '555' and location 'EM' is selected on the deposit entry form, 'Auntie Road' will appear in the first FAU line. If account '777' and location 'EM' is selected, 'Uncle Henry's Girl' will appear on the first FAU line.

<b>Account 555/Location EM</b> <span style="color: blue;">Audit</span> <span style="float: right;">-</span> For Agency Use: Line 1 Auntie Road Line 2 Line 3 Save Delete	<b>Account 777/Location EM</b> <span style="color: blue;">Audit</span> <span style="float: right;">-</span> For Agency Use: Line 1 Uncle Henry's Girl Line 2 Line 3 Save Delete
---	--

Be creative in thinking of different location codes. While not required (except for the one that is mandatory), they can help your staff identify the different sources of deposits. A location code does NOT have to be for a location such as Sacramento or for a unit such as cashiering or trust. It can also be for a type of revenue such as tuition or parking. You can even create reports for a specific account and location code.



### Add a Location to 'List of Location Codes':

A location must appear on the 'List of Location Codes' before it can be linked to an agency account. (See section on 'Assign a location to an account number'.) This list contains all the location codes for the agency. You do not need to use every location code with every account

- Click on 'Create a Location' in the List of Location Codes section
- Enter the new location code in the box that appears

#### Location rules:

- must be 1 – 3 alphanumeric characters
- no spaces or special characters allowed
- system converts lowercase to CAPS
- Either click on 'Create' button or hit enter
- Click the red box with the white line in the middle to hide the 'Create box' and take you back to to the previous screen

The screenshot displays the 'Agency Manager' interface. At the top, there is a navigation bar with links for 'Logoff', 'Contact STO', 'My Profile', and 'Help'. Below this is a header section with 'ELECTRONIC EDI Deposits FORM' and 'Emerald City Maintenance'. The main navigation bar includes 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'Agency Maintenance' section is active, showing 'Agency Maintenance >' and 'Agency Manager'.

Under 'Agency Manager', there is an 'Edit Agency Name' section with a text box containing 'Emerald City Maintenance' and buttons for 'Save' and 'Audit'. Below this are two main sections: 'List of Accounts' and 'List of Location Codes'.

The 'List of Accounts' section includes the text 'Click an account for Location Associations' and a list of accounts: 333, 555, and 777.

The 'List of Location Codes' section includes links for 'Create a Location', 'Delete a Location', and 'Audit'. Below these links is the text 'Click location to modify name' and a link for 'WOZ\*'. A note at the bottom states '\* Mandatory Location'.

An inset box provides a detailed view of the 'Create a Location' form. It shows the 'List of Location Codes' header, the 'Create a Location' link, and the 'Enter Code:' field with the code 'em' entered. The 'Create' button is highlighted, and there is a red box with a white line in the middle next to it. Below the form are links for 'Delete a Location', 'Audit', and 'WOZ\*', along with the '\* Mandatory Location' note.


### Modify a Location name in 'List of Location Codes':

Click on an existing location in the 'List of Location Codes' section, change the name in the box that appears then save.

**List of Location Codes**  
▶ [Create a Location](#)  
▶ [Delete a Location](#)  
▶ [Audit](#)  
Click location to modify name  
    
  
\* Mandatory Location

### Delete a Location from 'List of Location Codes':

- Click on 'Delete a Location' in the List of Location Codes section
- Select a location from the drop-down menu
- (Note that the mandatory location (WOZ in example below) is NOT available on the drop down list since it cannot be deleted)
- Click the 'Delete' button

 **ELECTRONIC EDI Deposits FORM**

[Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

[Agency Maintenance](#) >

## Agency Manager

**Edit Agency Name**

**List of Accounts**  
Click an account for Location Associations  
[333](#)  
[555](#)  
[777](#)

**List of Location Codes**  
▶ [Create a Location](#)  
▶ [Delete a Location](#)  
▶ [Audit](#)  
Click location to modify name  
[DEL](#) [EM](#) [SC](#)  
[WOZ\\*](#)  
\* Mandatory Location

**NOTE: DELETING A LOCATION FROM HERE REMOVES IT FROM THE LIST AND DELETES IT FROM ALL AGENCY ACCOUNTS.** If you don't ever plan to use this 'all inclusive delete' feature, do not assign a location to more than one account number.

### Assign a Location to an Account Number:

- Click on an account number in the List of Accounts section then:

**Agency Manager**

**Edit Agency Name**

Emerald City Maintenance [Save](#) [Audit](#)

---

**List of Accounts**

Click an account for Location Associations

[333](#)  
[555](#)  
[777](#)

**List of Location Codes**

[Create a Location](#)  
[Delete a Location](#)  
[Audit](#)

Click location to modify name

[EM](#) [SC](#) [WOZ\\*](#)

\* Mandatory Location

- Click on 'Associate a new location' on the Account Maintenance screen
- Select a location from the drop down menu in the gray box that appears
- Fill in 'For Agency Use' (FAU) lines (optional)
  - When typed here, it will always appear on the deposit slips
  - All lines are editable when the deposit slip is keyed
- Click 'Save'

**Account Maintenance**

Select a different Account: [333](#) | [555](#) | [777](#) |

[Audit](#)  
[Associate a new location](#)

**Account 333 Location Associations**

Click a location to show details

There are no locations associated with this account.

**Account 333**

Select a Location: [WOZ](#)

For Agency Use:

Line 1

Line 2

Line 3

[Save](#)

### Delete a Location from an Account Number:

- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The details appear in a gray box
- Click 'Delete' to delete this location from this account
- Say 'OK' to the pop up message to delete

**Agency Manager**

**Edit Agency Name**  
Emerald City Maintenance [Save](#) [Audit](#)

**List of Accounts**  
Click an account for Location Associations  
[333](#)  
[555](#)  
[777](#)

**List of Location Codes**  
[Create a Location](#)  
[Delete a Location](#)  
[Audit](#)  
Click location to modify name  
[EM](#) [SC](#) [WOZ\\*](#)  
\* Mandatory Location

**Account Maintenance**

Select a different Account: [333](#) | [555](#) | [777](#) |  
[Audit](#)  
[Associate a new location](#)

**Account 333 Location Associations**  
Click a location to show details  
[EM](#)  
[WOZ](#)

**Account 333/Location EM** [Audit](#)

For Agency Use:

Line 1	to be deleted
Line 2	
Line 3	

[Save](#) [Delete](#)

[Set as Agency Default](#)

Microsoft Internet Explorer  
? You are about to delete this record. Do you wish to continue?  
[OK](#) [Cancel](#)

### Modify an Existing For Agency Use (FAU) Line:

- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The FAU detail will appear in a gray box
- Modify the FAU detail and click 'Save' to keep

The screenshot displays the 'Electronic Deposits FORM' interface for 'Emerald City Maintenance'. The top navigation bar includes links for 'Logoff', 'Contact STO', 'My Profile', and 'Help'. The main menu shows 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'Agency Manager' section includes an 'Edit Agency Name' field with 'Emerald City Maintenance' and 'Save'/'Audit' buttons. Below this are two lists: 'List of Accounts' (with '333', '555' circled, and '777') and 'List of Location Codes' (with 'EM', 'SC', and 'WOZ\*'). A note indicates '\* Mandatory Location'. The 'Account Maintenance' section shows a 'Select a different Account' dropdown with '333', '555', and '777'. Below this are 'Audit' and 'Associate a new location' buttons. The 'Account 555 Location Associations' section shows a list of locations with 'EM', 'SC' circled, and 'WOZ'. A gray box titled 'Account 555/Location WOZ' shows the 'For Agency Use' section with three lines: 'Line 1' (the wizard), 'Line 2' (empty), and 'Line 3' (empty). The 'Save' button is circled.

Note: FAU lines come in very handy for repetitive information. In the example above, when account '555' location 'WOZ' is selected on the Adj./Wires/Misc deposit entry form, the person keying can type just the deposit number on FAU line 2 since FAU line 1 already contains a description. It can also serve as a reminder to supply the information.

### Agency Default vs. Account Default:

The difference between Agency Default and Account Default is only an issue if you have multiple accounts in your agency. If your agency has only one account, they both react the same way.

The Agency Default is the account and location combination that always appears first on the deposit entry form for the entire agency. An Account Default is a location that appears first if a specific account is selected. If an account/location combination is designated as the Agency Default, it is also the Account Default since each account can only have one 'Default'.

The screenshot shows the 'Account Maintenance' page for Account 555. The header includes 'ELECTRONIC EDP Deposits FORM' and 'Emerald City Maintenance'. The navigation bar shows 'Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry'. The breadcrumb trail is 'Agency Maintenance > Agency Manager'. The page title is 'Account Maintenance'. Below the title, it says 'Select a different Account: 333 | 555 | 777 |'. There are links for 'Audit' and 'Associate a new location'. The section is titled 'Account 555 Location Associations'. Below this, it says 'Click a location to show details'. There are three links: 'EM', 'SC <sup>2</sup>', and 'WOZ'. A note indicates that 'SC' is the 'Agency Default'. A box on the right side of the page displays 'Agency Default: Account: 555 Location: SC'.

The screenshot shows the 'Account Maintenance' page for Account 333. The header includes 'ELECTRONIC EDP Deposits FORM' and 'Emerald City Maintenance'. The navigation bar shows 'Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry'. The breadcrumb trail is 'Agency Maintenance > Agency Manager'. The page title is 'Account Maintenance'. Below the title, it says 'Select a different Account: 333 | 555 | 777 |'. There are links for 'Audit' and 'Associate a new location'. The section is titled 'Account 333 Location Associations'. Below this, it says 'Click a location to show details'. There is one link: 'WOZ <sup>1</sup>'. A note indicates that 'WOZ' is the 'Account Default'. A box on the right side of the page displays 'Account Default: Account: 333 Location: WOZ'.

The screenshot shows two 'Deposit Entry' forms side-by-side. The left form is for Account 555 and the right form is for Account 333. Both forms have the same layout, including fields for 'ACCOUNT / LOCATION', 'FOR AGENCY USE', 'BANK ACCOUNT', 'DATE DEPOSITED', and 'SIGNATURE'. The left form shows '555' and 'SC' selected, while the right form shows '333' and 'WOZ' selected. A box on the right side of the forms displays the text: '555 'SC' would appear first 333 'WOZ' appears only when account 333 is selected'.



### Set Agency Default (for multiple accounts):

Setting an account and location as the Agency Default means this combination will appear as the first choice for **all** the agency banks when you first logon to the deposit entry screen.

- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The details will appear in a gray box
- Click on 'Set as Agency Default'

**Agency Manager**

**Edit Agency Name**  
Emerald City Maintenance [Save](#) [Audit](#)

**List of Accounts**  
Click an account for Location Associations  
333  
555  
777

**List of Location Codes**  
[Create a Location](#)  
[Delete a Location](#)

**Account Maintenance**

Select a different Account: 333 | 555 | 777 |  
[Audit](#)  
[Associate a new location](#)

**Account 555 Location Associations**  
Click a location to show details  
EM  
SC  
WOZ

**Account 555/Location SC Audit**  
For Agency Use:  
Line 1 if set to agency default  
Line 2 acct 555 loc 'SC'  
Line 3 will always appear first  
[Save](#) [Delete](#)

**Account 555 Location Associations**  
Click a location to show details  
EM  
SC 2  
WOZ  
2 Agency Default

**Set as Agency Default**

**Note:** Setting an account/location combination as the 'Agency Default' automatically establishes that location as the 'Account Default' (account 555 location SC is default for the whole agency and location SC also becomes the default for account 555)

### Set Account Default (single or multiple accounts):

Setting a location as the Account Default means that this location code will appear as the default whenever the account is selected from the drop down menu on the deposit entry form.

- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The details will appear in a gray box
- Click on 'Set as Account Default'

**Agency Manager**

[Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

[Agency Maintenance >](#)

**Edit Agency Name**

[Save](#) | [Audit](#)

---

**List of Accounts**

Click an account for Location Associations

[333](#)  
[555](#)  
[777](#)

**List of Location Codes**

[Create a Location](#)  
[Delete a Location](#)  
[Audit](#)

Click location to modify name

**Account Maintenance**

[Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

[Agency Maintenance >](#) [Agency Manager](#)

**Select a different Account:** [333](#) | [555](#) | [777](#) |

[Audit](#)  
[Associate a new location](#)

**Account 333 Location Associations**

[Click a location to show details](#)  
[WOZ](#)

**Account 333/Location WOZ** [Audit](#)

For Agency Use:

Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>

[Save](#) [Delete](#)

[Set as Agency Default](#)  
[Set as Account Default](#)

**Account Maintenance**

[Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

[Agency Maintenance >](#) [Agency Manager](#)

**Select a different Account:** [333](#) | [555](#) | [777](#) |

[Audit](#)  
[Associate a new location](#)

**Account 333 Location Associations**

[Click a location to show details](#)  
[WOZ](#)<sup>1</sup>

<sup>1</sup> Account Default



### Changing the Agency Default:

Changing the Agency Default is very simple. Just follow the instructions for ‘Set Agency Default (for multiple accounts)’ and the new account/location code you select becomes the new Agency Default. This automatically changes the old Agency Default to an Account Default. If you do not want the old Agency Default to become an Account Default, follow the instructions for ‘Deleting an Account Default’.

#### Remember:

- Each account can have **EITHER** an Agency Default **OR** an Account Default
- Agency Default always takes precedence.

Example: change Agency Default from ‘555 SC’ to ‘777 EM’

Before change:

**Account Maintenance**

Select a different Account: [333](#) | [555](#) | [777](#) |

› [Audit](#)

› [Associate a new location](#)

**Account 777 Location Associations**

› Click a location to show details

[EM](#) <sup>2</sup>

[WOZ](#)

<sup>2</sup> Agency Default

**Account Maintenance**

Select a different Account: [333](#) | [555](#) | [777](#) |

› [Audit](#)

› [Associate a new location](#)

**Account 777 Location Associations**

› Click a location to show details

[EM](#)

[WOZ](#)

Error!

After change:

Error!

**Account Maintenance**

Select a different Account: [333](#) | [555](#) | [777](#) |

› [Audit](#)

› [Associate a new location](#)

**Account 555 Location Associations**

› Click a location to show details

[EM](#)

[SC](#) <sup>2</sup>

[WOZ](#)

<sup>2</sup> Agency Default

**Account Maintenance**

Select a different Account: [333](#) | [555](#) | [777](#) |

› [Audit](#)

› [Associate a new location](#)

**Account 555 Location Associations**

› Click a location to show details

[EM](#)

[SC](#) <sup>1</sup>

[WOZ](#)

<sup>1</sup> Account Default

### Changing the Account Default:

To change an Account Default, just follow the instructions for ‘Set Account Default’. This changes the Account Default to your new account/location.

### Deleting an Agency Default:

Deleting an Agency Default without assigning a new one is a 2 step process. Deleting an Agency Default turns it into the Account Default. If you don't want it as the Account default, follow the instructions for 'Deleting an Account Default'.

Step 1: Remove the Agency Default designation

- Select an account in List of Accounts
- Select a location on the Account Maintenance screen
- Click on 'Remove as Agency Default' under the gray FAU box that appears

The screenshots illustrate the process of removing an agency default:

- Agency Manager:** The 'List of Accounts' section shows accounts 333, 555, and 777. Account 777 is circled.
- Account Maintenance:** The 'Select a different Account' dropdown shows 333, 555, and 777. The 'Account 777 Location Associations' section shows 'EM 2' (circled) as the selected location, with a note '2 Agency Default'.
- Account 777/Location EM:** A pop-up window appears with a 'Remove as Agency Default' button (circled).
- Account Maintenance:** The 'Account 777 Location Associations' section shows 'EM 1' (circled) as the selected location, with a note '1 Account Default'.

Step 2: Remove the Account Default designation (optional)  
Follow the instructions for 'Deleting an Account Default'

## Deleting an Account Default:

To delete an existing Account Default:

- Select an account in List of Accounts
- Select a location on the Account Maintenance screen
- Click on 'Remove as Account Default' under the gray FAU box that appears

The screenshot shows the 'Agency Manager' interface. At the top, there's a navigation bar with 'Logoff', 'Contact STQ', 'My Profile', and 'Help'. Below it, a menu bar includes 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'Agency Maintenance' link is active, leading to the 'Agency Manager' page. The page title is 'Agency Manager'. Below the title, there's a section for 'Edit Agency Name' with a text box containing 'Emerald City Maintenance' and buttons for 'Save' and 'Audit'. Below this, there are two columns: 'List of Accounts' and 'List of Location Codes'. In the 'List of Accounts' column, the account '777' is circled. In the 'List of Location Codes' column, the location 'EM' is circled. Below these columns, there's a section for 'Account Maintenance'. This section has a sub-section 'Account 777 Location Associations' where 'EM' is circled. To the right of this, there's a form for 'Account 777/Location EM' with fields for 'Line 1', 'Line 2', and 'Line 3', and buttons for 'Save' and 'Delete'. Below the form, there are two buttons: 'Set as Agency Default' and 'Remove as Account Default', with the latter circled. Below the 'Account Maintenance' section, there's another section for 'Account 777 Location Associations' where 'EM' is circled.

**Agency Manager**

**Edit Agency Name**

Emerald City Maintenance [Save](#) [Audit](#)

**List of Accounts**

Click an account for Location Associations

[333](#)  
[555](#)  
[777](#)

**List of Location Codes**

[Create a Location](#)  
[Delete a Location](#)  
[Audit](#)

Click location to modify name

[EM](#) [SC](#) [WOZ\\*](#)

**Account Maintenance**

Select a different Account: [333](#) | [555](#) | [777](#)

[Audit](#)  
[Associate a new location](#)

**Account 777 Location Associations**

[Click a location to show details](#)

[EM](#)<sup>1</sup>  
[WOZ](#)

<sup>1</sup> Account Default

**Account 777/Location EM** [Audit](#)

For Agency Use:

Line 1   
Line 2   
Line 3

[Save](#) [Delete](#)

[Set as Agency Default](#)  
[Remove as Account Default](#)

**Account Maintenance**

Select a different Account: [333](#) | [555](#) | [777](#)

[Audit](#)  
[Associate a new location](#)

**Account 777 Location Associations**

[Click a location to show details](#)

[EM](#)  
[WOZ](#)

## AGENCY MAINTENANCE: BANK MANAGER

---

**Security clearance required:**

- Supervisor
- Site Administrator

**Purpose of Function:**

This function lists the depository banks that are available for use on the deposit entry forms. All the main CTS banks will be made available to every agency. (However, the Pre-Sort and Misc-Sort banks will only be available to the Pre-Sort agencies.) By activating or deactivating the banks on the list, each agency can control the bank deposit slips available to their personnel.

**PLEASE NOTIFY STO IF YOU ARE PLANNING TO USE A DEPOSITORY BANK  
YOU DON'T NORMALLY USE.**

The details for each bank (bank account number, address, etc.) are established by STO Administrators and cannot be modified at the agency level.

The Bank Manager also allows each agency to establish the beginning deposit number based upon individual accounts in each bank.



### Activating/Deactivating available banks:

The 'Change Account Status' column tells you if the bank is active or not

- Make Inactive means the bank is currently active, click to make it inactive
- Make Active means the bank is currently inactive, click to make active



Bank Short Name	Account Number	Change Account Status	Start Number
<b>Regular</b>			
BOFA UI-04	01484D80004	<a href="#">Make Active</a>	<a href="#">Edit</a>
BOW-12	032002600	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
CB&T-07	1030011101	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
UNION-06	7020012158	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
US BANK-11	153400981954	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
WA BANK-10	0105250781	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
WELLS-09	4496815226	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
<b>Pre-Sort</b>			
BOFA (PS)-01	14360D80000	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
CB&T (PS)-07	1030063681	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
US BANK (PS)-11	153400981954	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
WELLS (BOE)-09	4944548643	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
<b>Misc-Sort</b>			
BOFA (MS)-03	14360D80048	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
UBOC (MS)-06	7050000820	<a href="#">Make Inactive</a>	<a href="#">Edit</a>

### Deposit Numbers Background:

Every deposit slip number on this system has 10 digits. The first 4 numbers are predetermined and cannot be changed. Each agency can determine the starting number of the last 6 digits on a bank's deposit slip or accept the default of '000001' (shown as '1').

#### Deposit number – 10-digit breakdown:

- 1<sup>st</sup>: always a '1'
- 2<sup>nd</sup> – 4<sup>th</sup>: agency account number
- 5<sup>th</sup> – 10<sup>th</sup>: agency determined; the default is 000001  
(if it reaches 999999, the next number will be 000000)

### Deposit Numbers - Bank/Account vs Bank/Account/Location:

The Bank Manager also allows each agency to establish the beginning deposit number based upon individual accounts in each bank. You have 2 options to base your deposits numbering system on:

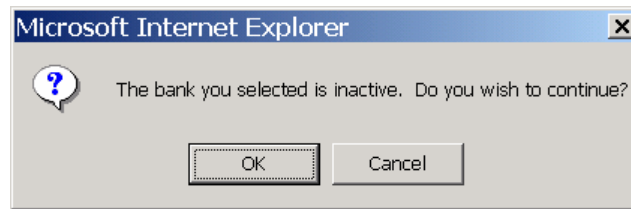
- Bank and agency account
- Bank, agency account and location code

For example, if the bank/agency account option is used, all deposits keyed for account 555 in Wizard City Bank will be sequential even if there were 5 different 'location codes' used. If the flag were reset to be based on bank/account/location, all account 555 deposits keyed to Wizard City Bank would be sequential only if they were for the same location code in the same bank.

**The default option is based on the bank and agency account number(s). You must notify STO if you want to establish start numbers based on the bank, account and location. We have to set a special flag that will allow you to do this. (See appendix for detailed examples on the difference.)**

### Set the Starting Deposit Number for Each Bank:

You can enter a start number for an active or inactive bank. If the bank is inactive, the program reminds you the bank is inactive, click 'OK' and it will accept your input. This information will not be used until the bank is made active.



You can be creative in determining the start number, but remember, this number will always increment by 1. For instance, if you are positive that you never make more than 9,999 deposits each year, you can use the 5<sup>th</sup> and 6<sup>th</sup> digits to display the STO assigned bank number and set the last digit to '1'. Hence, the first BofA (STO # = '02') deposit number for an agency with account #555 might be:

**1 555 02 0001 = 1555020001**

In order for the 4<sup>th</sup> and 5<sup>th</sup> places (02) in this number to remain significant, the numbers would have to be monitored and reset regularly (after all, the number after 1555029999 is 1555030000)

- On the Bank Manager screen click 'Edit' in the 'Start Number' column for a specific bank
- Click on 'Add a New Start Number'
- Select the account from the dropdown
- Type in the number you want the deposits to begin with (up to 6 digits)  
(this represents the last 6 digits of the deposit number. Even though it may show as less than 6 digits, it will zero fill on the deposit slip)
- Click on 'Add'

The screenshot shows the "Electronic Deposits Form" interface for "Emerald City Maintenance". The "Bank Manager" screen displays a table with columns: Bank Short Name, Account Number, Change Account Status, and Start Number. The table lists several banks, including BOFA UI-04, BOW-12, and CB&T-07. The "Start Number" column contains links to "Edit" each bank's start number.

Bank Short Name	Account Number	Change Account Status	Start Number
<b>Regular</b>			
BOFA UI-04	01484D80004	<a href="#">Make Active</a>	<a href="#">Edit</a>
BOW-12	032002600	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
CB&T-07	1030011101	<a href="#">Make Inactive</a>	<a href="#">Edit</a>

Below the table, the "Start Numbers" screen is shown. It displays the text "CALIFORNIA BANK & TRUST, 07, Account Number: 1030011101" and a link to "Add a New Start Number" which is circled in red.



**ELECTRONIC EDI Deposits FORM** [Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

[Agency Maintenance](#) > [Bank Manager](#)

## Start Numbers

[Audit](#)

**CALIFORNIA BANK & TRUST, 07, Account Number: 1030011101**

▶ [Add a New Start Number](#)

Account: 333  
 Start Number: 333  
 Add

**ELECTRONIC EDI Deposits FORM** [Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

[Agency Maintenance](#) > [Bank Manager](#)

## Start Numbers

[Audit](#)

**CALIFORNIA BANK & TRUST, 07, Account Number: 1030011101**

▶ [Add a New Start Number](#)

Account: 333  
 Start Number: 100  
 Add Reset

The first deposit number for this bank and account combination will be 100

Remember: The default is '000001' (shown as '1').

### Modifying a Start Number:

- In Bank Manager menu click on 'Edit' on a specific bank line
- Select the account on the 'Start Numbers' screen
- Type in the number you want the deposits to begin with
- Click on 'Update'

**ELECTRONIC EDI Deposits FORM** [Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

[Agency Maintenance](#) >

## Bank Manager

[Audit](#)

Bank Short Name	Account Number	Change Account Status	Start Number
<b>Regular</b>			
BOFA UI-04	01484D80004	<a href="#">Make Active</a>	<a href="#">Edit</a>
BOW-12	032002600	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
CB&T-07	1030011101	<a href="#">Make Inactive</a>	<a href="#">Edit</a>
UNION-06	7020012158	<a href="#">Make Inactive</a>	<a href="#">Edit</a>

## Start Numbers

[Audit](#)

**CALIFORNIA BANK & TRUST, 07, Account Number: 1030011101**

▶ [Add a New Start Number](#)

Click an Account below to edit/delete start number.

Account	Start Number
333	100

Start Number: 100 [Audit](#)

( last number used: 000100 )

Last Reset: 7/29/2004 3:05:02 PM

Update Delete Reset

Note: The last number used is also visible on this screen.

## DEPOSIT MAINTENANCE: DEPOSIT ENTRY

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### Security clearance required:

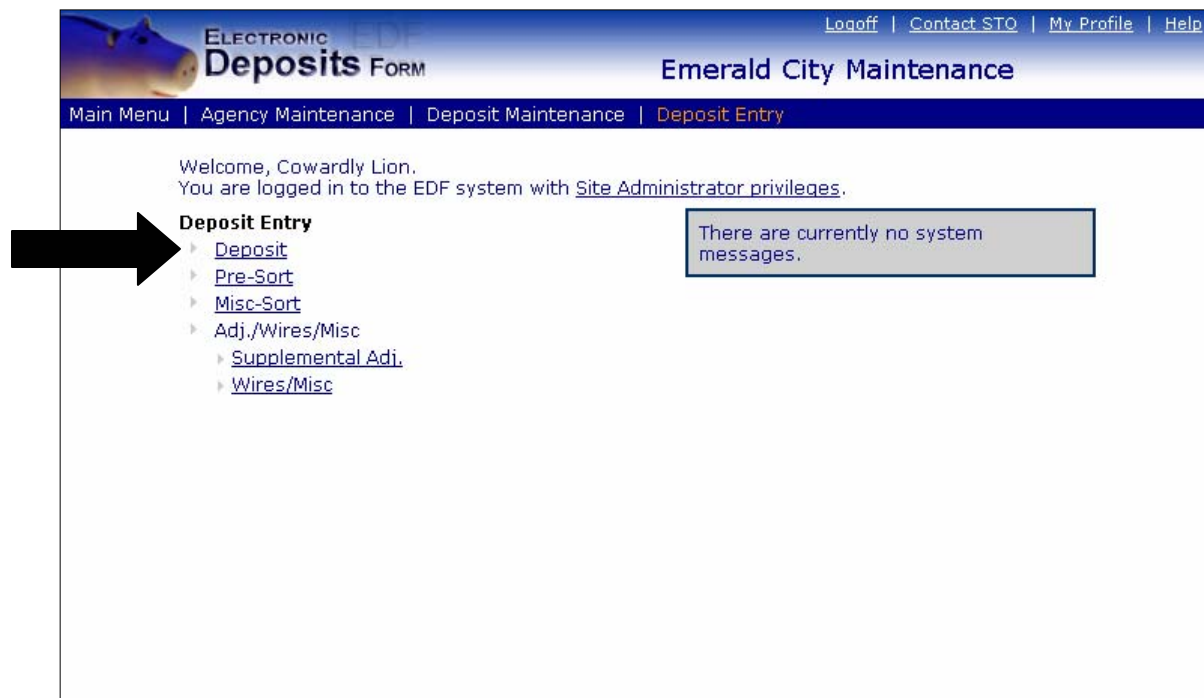
- User
- Supervisor
- Site Administrator

### Purpose of Function:

The main purpose of the Deposit Entry Screens function is to input the information necessary to complete a Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank's reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

**Please Note: The copy to the State Treasurer's Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.**

To access the **Deposit Entry Screen** click on the **Deposit** button as shown below.





The following screen will appear:

Electronic EDP Deposits Form  
Emerald City Maintenance

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Deposit Entry > Deposit

ACCOUNT / LOCATION	333	WOZ	CURRENCY ONLY	\$	0.00
FOR AGENCY USE			COIN ONLY	\$	0.00
			CHECKS	\$	0.00
BANK ACCOUNT			ITEM COUNT		0
UNION-06			TOTAL DEPOSIT	\$	0.00
<input checked="" type="radio"/> BANKSTAMP (Default) <input type="radio"/> COURIER <input type="radio"/> NIGHT DEPOSIT <input type="radio"/> MAIL					
DATE DEPOSITED			7/27/2004		
SIGNATURE			CLsite		

Session defaults:

- **Account**  
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**  
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Bank Account**  
(selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**  
(established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for regular deposit forms is Bankstamp. This data will remain constant until changed by the user. **This is a required field.**
5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.**
6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**
7. Currency Only – This field is for whole dollar amounts only and will not accept cents. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.00. **This is an optional field.**
8. Coin Only – This field is for coin amounts only. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.99. You must enter a decimal when keying “cents.” **This is an optional field.**

9. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” **This is an optional field.**
10. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. **This is an optional field.**
11. Total Deposit – This field is the total amount of the deposit (i.e., inclusive of currency, coin, and checks). Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**

Once the Total Deposit is entered and saved, the system will total the amounts in the Currency Only, Coin Only, and the Check fields to compare against the Total Deposit Amount entered by the user. If they do not match an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.

The screenshot displays the 'Electronic Deposits FORM' interface for 'Emerald City Maintenance'. The top navigation bar includes links for 'Logoff', 'Contact STO', 'My Profile', and 'Help'. Below this is a 'Main Menu' with options for 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry' (highlighted in red). The main form area is titled 'Deposit Entry > Deposit' and contains several input fields: 'ACCOUNT / LOCATION' (555, EM), 'CURRENCY ONLY' (656.00), 'ITEM COUNT' (0), 'DATE DEPOSITED' (7/27/2004), and 'SIGNATURE' (CLsite). A 'TOTAL DEPOSIT' field shows \$ 565.00. A large black arrow points to a 'Microsoft Internet Explorer' error dialog box that reads: 'The Deposit Total (565.00) does not match the amounts entered (656.00)'. The dialog box has an 'OK' button. At the bottom of the form are buttons for 'Save/Print', 'Save/No Print', 'Hold/Save', and 'Reset'.

After the user verifies all the information entered in the Enter Deposit Form they may click on one of the following four options:

Electronic Deposits Form  
Emerald City Maintenance

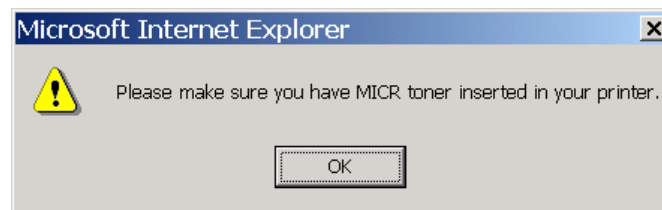
Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Deposit Entry > Deposit

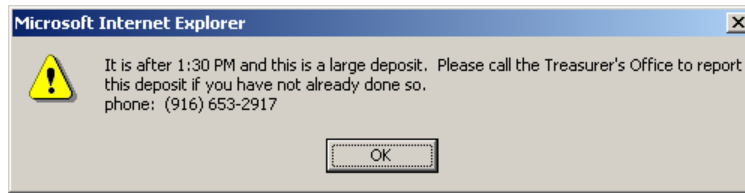
ACCOUNT / LOCATION 555 EM	CURRENCY ONLY \$ 656.00
FOR AGENCY USE Auntie Road	COIN ONLY \$ 0.00
BANK ACCOUNT CB&T-07	CHECKS \$ 0.00
<input checked="" type="radio"/> BANKSTAMP (Default) <input type="radio"/> COURIER <input type="radio"/> NIGHT DEPOSIT <input type="radio"/> MAIL	ITEM COUNT 0
DATE DEPOSITED 7/27/2004	TOTAL DEPOSIT \$ 656.00
SIGNATURE CLsite	

Save/Print Save/No Print Hold/Save Reset

- 1) **Save/Print:** This option when selected will save the deposit information to the database, assign the deposit a transferable status "I" (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**



If you are keying a large dollar deposit, late in the afternoon, you will receive this reminder:



- 2) **Save/No Print:** This option when selected will save the deposit information to the database; will assign the deposit a transferable status "T" (unless it is post-dated); however will not print the form.
- 3) **Hold/Save:** This option when selected will save the deposit information to the database, will assign it a status of "H" for hold, which will not allow the deposit to be transferred until the status has been updated by the supervisor or site administrator in the Deposits Manager function.
- 4) **Reset:** This option when selected will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

**Please Note: This will be the report of deposit (ROD) form used by the majority of state agencies.**

## Pre-Sort Deposit Entry:

### Security clearance required:

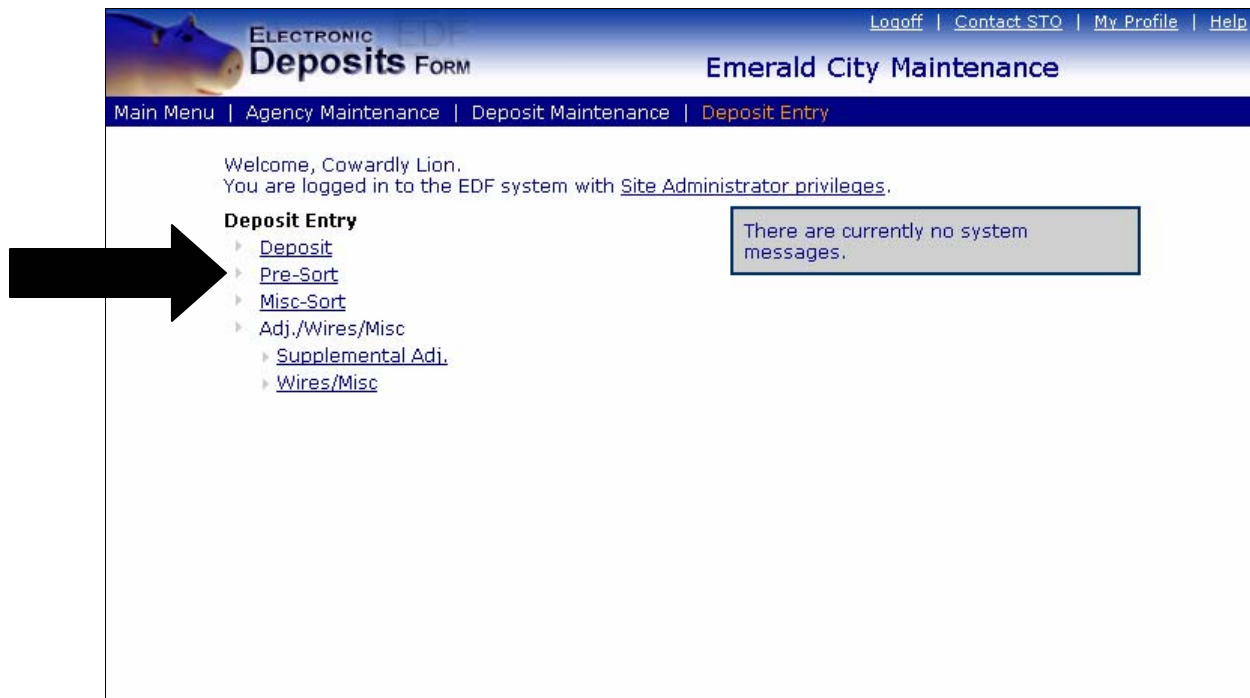
- User
- Supervisor
- Site Administrator

### Purpose of Function:

The main purpose of the Pre-Sort Deposit Entry Screens function is to input the information necessary to complete a Pre-Sort Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank's reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

**Please Note: The copy to the State Treasurer's Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.**

To access the **Pre-Sort Deposit Entry Screen** click on the **Pre-Sort** button as shown below.



The following screen will appear:

Electronic Deposits Form  
Emerald City Maintenance

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Deposit Entry > Pre-Sort Deposit

ACCOUNT / LOCATION 333 WOZ

FOR AGENCY USE

BANK ACCOUNT BOFA (PS)-01

☐ BANKSTAMP (Default) ☒ COURIER ☐ NIGHT DEPOSIT ☐ MAIL

DATE DEPOSITED 7/27/2004

SIGNATURE CLsite

**Pre-Sort**

CHECKS \$ 0.00

ITEM COUNT 0

**TOTAL DEPOSIT** \$ 0.00

Save/Print Save/No Print Hold/Save Reset

Session defaults:

- **Account**  
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**  
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Bank Account**  
(selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**  
(established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the "For Agency Use" (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**



2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Pre-Sort deposits is Courier. This data will remain constant until changed by the user. **This is a required field.**
5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.**
6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**
7. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” **For Pre-Sort deposits, this is a required field.**
8. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. **For Pre-Sort deposits, this is a required field.**
9. Total Deposit – This field is the total amount of the deposit, which should match the check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**

Once the Total Deposit is entered and saved, the system will compare the amount in the Check field to the Total Deposit Amount entered by the user. If they do not match an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.

The screenshot shows the 'Electronic Deposits Form' for 'Emerald City Maintenance'. A 'Microsoft Internet Explorer' error dialog box is displayed in the foreground, stating: 'The Deposit Total (123.00) does not match the amounts entered (456.00)'. The background form contains the following fields:

- ACCOUNT / LOCATION:** 333, WOZ
- BANK ACCOUNT:** BOFA (PS)-01
- DEPOSIT TYPE:** ☒ BANKSTAMP (Default), ☐ COURIER, ☐ NIGHT DEPOSIT, ☐ MAIL
- DATE DEPOSITED:** 7/27/2004
- SIGNATURE:** CLsite
- CHECKS:** \$ 456.00
- ITEM COUNT:** 1
- TOTAL DEPOSIT:** \$ 123.00

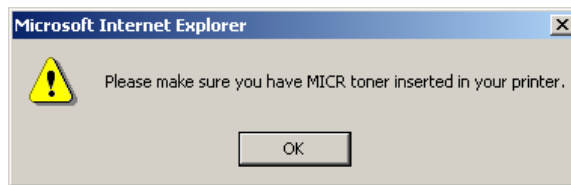
Buttons at the bottom: Save/Print, Save/No Print, Hold/Save, Reset.

After the user verifies all the information entered in the Pre-Sort Enter Deposit Form they may click on one of the following four options:

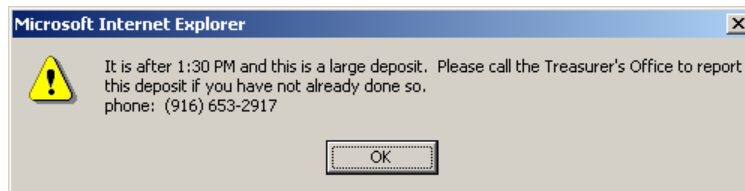
The screenshot shows the 'Electronic Deposits Form' for 'Emerald City Maintenance'. The 'Pre-Sort' section is highlighted with a large black arrow. The form contains the same fields as the previous screenshot, but the 'TOTAL DEPOSIT' is now \$ 456.00, matching the 'CHECKS' amount.

Buttons at the bottom: Save/Print, Save/No Print, Hold/Save, Reset.

- 1) **Save/Print:** This option when selected will save the deposit information to the database, assign the deposit a transferable status "T" (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**



If you are keying a large dollar deposit, late in the afternoon, you will receive this reminder:



- 2) **Save/No Print:** This option when selected will save the deposit information to the database; will assign the deposit a transferable status "T" (unless it is post-dated); however will not print the form.
- 3) **Hold/Save:** This option when selected will save the deposit information to the database, will assign it a status of "H" for hold which will not allow the deposit to be transferred until the status has been updated by the supervisor or site administrator in the Deposits Manager function.
- 4) **Reset:** This option when selected will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

**Please Note: Only state agencies that pre-sort their checks can access and utilize this report of deposit form.**

## Misc-Sort Deposit Entry:

### Security clearance required:

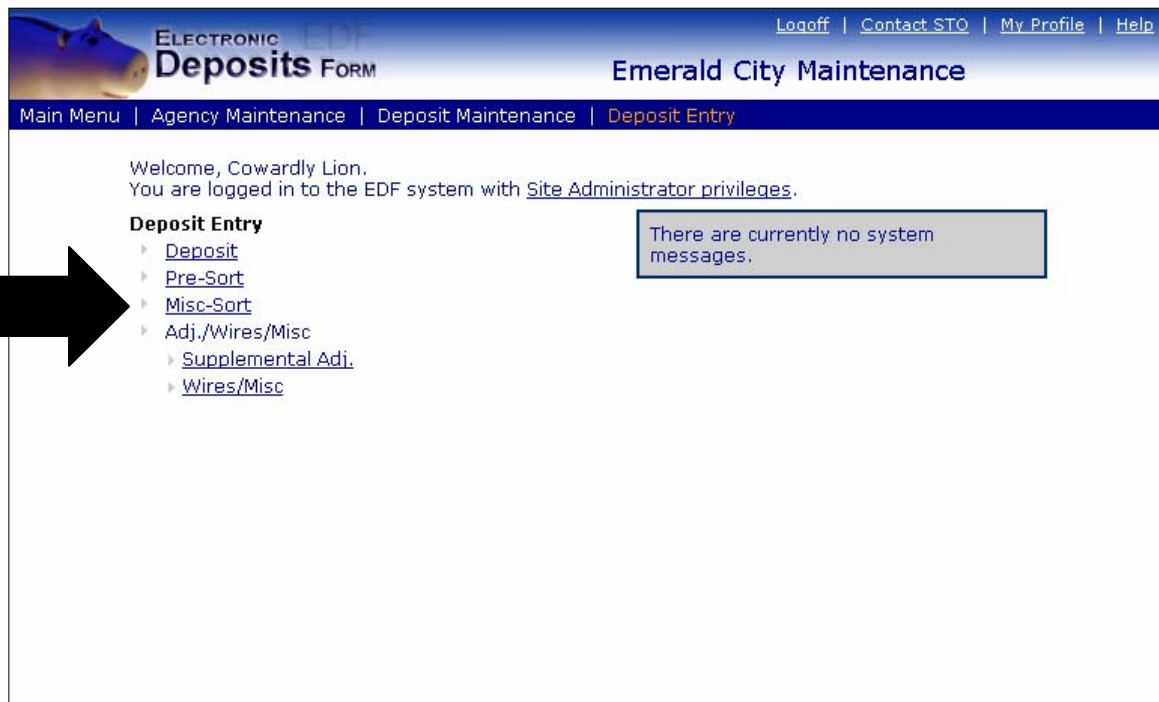
- User
- Supervisor
- Site Administrator

### Purpose of Function:

The main purpose of the Misc-Sort Deposit Entry Screens function is to input the information necessary to complete a Misc-Sort Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank's reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

**Please Note:** The copy to the State Treasurer's Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the **Misc-Sort Deposit Entry Screen** click on the **Misc-Sort** button as shown below.



The following screen will appear:

Electronic Deposits Form  
Emerald City Maintenance

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Deposit Entry > Misc-Sort Deposit

ACCOUNT / LOCATION 333 WOZ

FOR AGENCY USE

BANK ACCOUNT BOFA (MS)-03

☐ BANKSTAMP (Default)  
☒ COURIER ☐ NIGHT DEPOSIT ☐ MAIL

DATE DEPOSITED 7/27/2004

SIGNATURE CLsite

**Misc-Sort**

CHECKS \$ 0.00

ITEM COUNT 0

TOTAL DEPOSIT \$ 0.00

Save/Print Save/No Print Hold/Save Reset

Session defaults:

- **Account**  
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**  
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Bank Account**  
(selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**  
(established under Site Admin/Agency Maintenance/User Manager/UserID)

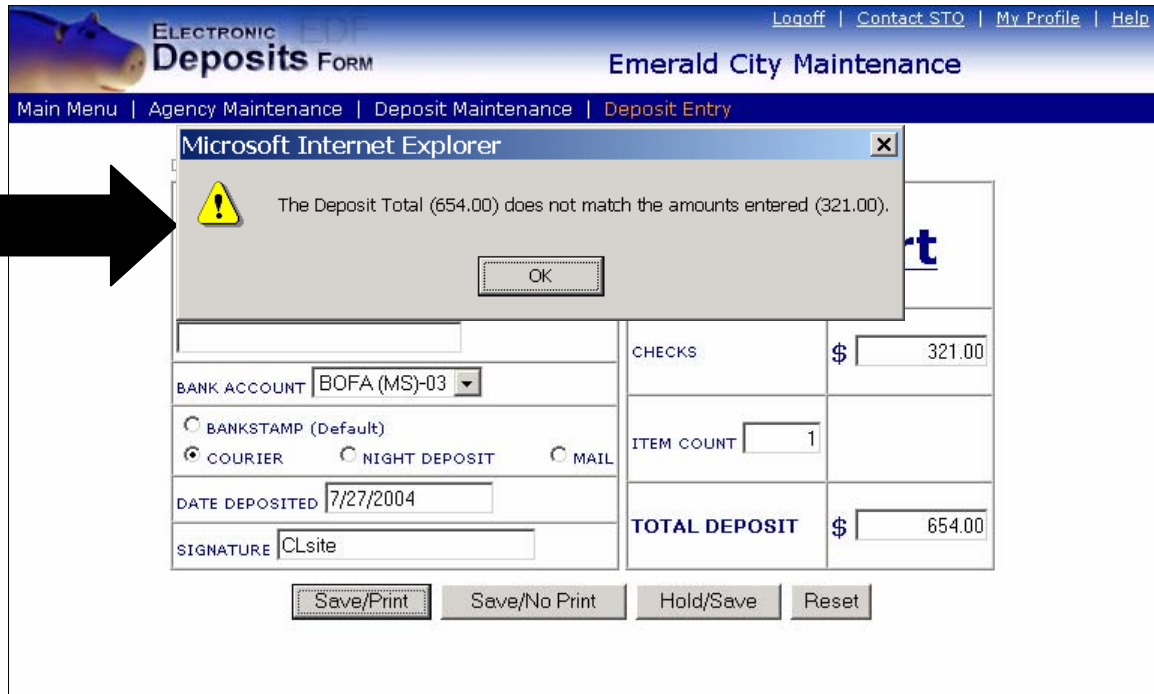
To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the "For Agency Use" (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Misc-Sort deposits is Courier. This data will remain constant until changed by the user. **This is a required field.**
5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.**
6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**
7. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” **For Misc-Sort deposits, this is a required field.**
8. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. **For Misc-Sort deposits, this is a required field.**
9. Total Deposit – This field is the total amount of the deposit, which should match the check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**

Once the Total Deposit is entered and saved, the system will compare the amount in the Check field to the Total Deposit Amount entered by the user. If they do not match an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.



The screenshot shows a web browser window titled "Microsoft Internet Explorer" displaying the "Electronic Deposit Form" for "Emerald City Maintenance". A large black arrow points to a yellow warning icon in a dialog box. The dialog box contains the text: "The Deposit Total (654.00) does not match the amounts entered (321.00)." and an "OK" button. The form itself has a blue header with navigation links: "Main Menu", "Agency Maintenance", "Deposit Maintenance", and "Deposit Entry". The form fields include: "BANK ACCOUNT" (BOFA (MS)-03), "DATE DEPOSITED" (7/27/2004), "SIGNATURE" (CLsite), "CHECKS" (\$ 321.00), "ITEM COUNT" (1), and "TOTAL DEPOSIT" (\$ 654.00). At the bottom are buttons: "Save/Print", "Save/No Print", "Hold/Save", and "Reset".

Electronic Deposit Form									
Emerald City Maintenance									
Main Menu   Agency Maintenance   Deposit Maintenance   Deposit Entry									
<b>Microsoft Internet Explorer</b>									
The Deposit Total (654.00) does not match the amounts entered (321.00). OK									
<table border="1"><tr><td colspan="2">BANK ACCOUNT: BOFA (MS)-03</td></tr><tr><td colspan="2"><input type="radio"/> BANKSTAMP (Default) <input checked="" type="radio"/> COURIER   <input type="radio"/> NIGHT DEPOSIT   <input type="radio"/> MAIL</td></tr><tr><td colspan="2">DATE DEPOSITED: 7/27/2004</td></tr><tr><td colspan="2">SIGNATURE: CLsite</td></tr></table>		BANK ACCOUNT: BOFA (MS)-03		<input type="radio"/> BANKSTAMP (Default) <input checked="" type="radio"/> COURIER <input type="radio"/> NIGHT DEPOSIT <input type="radio"/> MAIL		DATE DEPOSITED: 7/27/2004		SIGNATURE: CLsite	
BANK ACCOUNT: BOFA (MS)-03									
<input type="radio"/> BANKSTAMP (Default) <input checked="" type="radio"/> COURIER <input type="radio"/> NIGHT DEPOSIT <input type="radio"/> MAIL									
DATE DEPOSITED: 7/27/2004									
SIGNATURE: CLsite									
CHECKS	\$ 321.00								
ITEM COUNT	1								
TOTAL DEPOSIT	\$ 654.00								
Save/Print   Save/No Print   Hold/Save   Reset									



After the user verifies all the information entered in the Misc-Sort Enter Deposit Form they may click on one of the following four options:

Deposit Entry > Misc-Sort Deposit

ACCOUNT / LOCATION 333 WOZ

FOR AGENCY USE

BANK ACCOUNT BOFA (MS)-03

☐ BANKSTAMP (Default)  
☒ COURIER ☐ NIGHT DEPOSIT ☐ MAIL

DATE DEPOSITED 7/27/2004

SIGNATURE CLsite

**Misc-Sort**

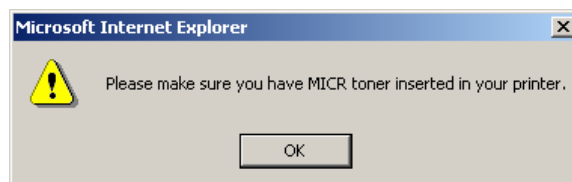
CHECKS \$ 321.00

ITEM COUNT 1

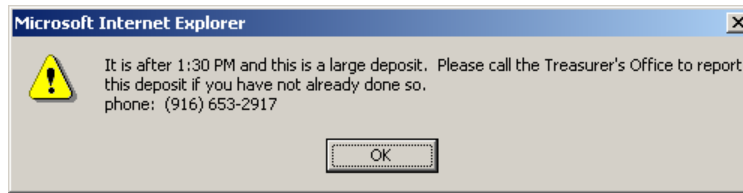
**TOTAL DEPOSIT** \$ 321.00

Save/Print Save/No Print Hold/Save Reset

- 1) **Save/Print:** This option when selected will save the deposit information to the database, assign the deposit a transferable status "T" (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**



If you are keying a large dollar deposit, late in the afternoon, you will receive this reminder:



- 2) **Save/No Print:** This option when selected will save the deposit information to the database; will assign the deposit a transferable status "T" (unless it is post-dated); however will not print the form.
- 3) **Hold/Save:** This option when selected will save the deposit information to the database, will assign it a status of "H" for hold which will not allow the deposit to be transferred until the status has been updated by the supervisor or site administrator in the Deposits Manager function.
- 4) **Reset:** This option when selected will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

**Please Note: The Misc-Sort Report of Deposit Form can only be accessed and utilized by state agencies that participate under the State Treasurer's Office Miscellaneous Sort Contract.**

## Supplemental Adj. Deposit Entry:

### Security clearance required:

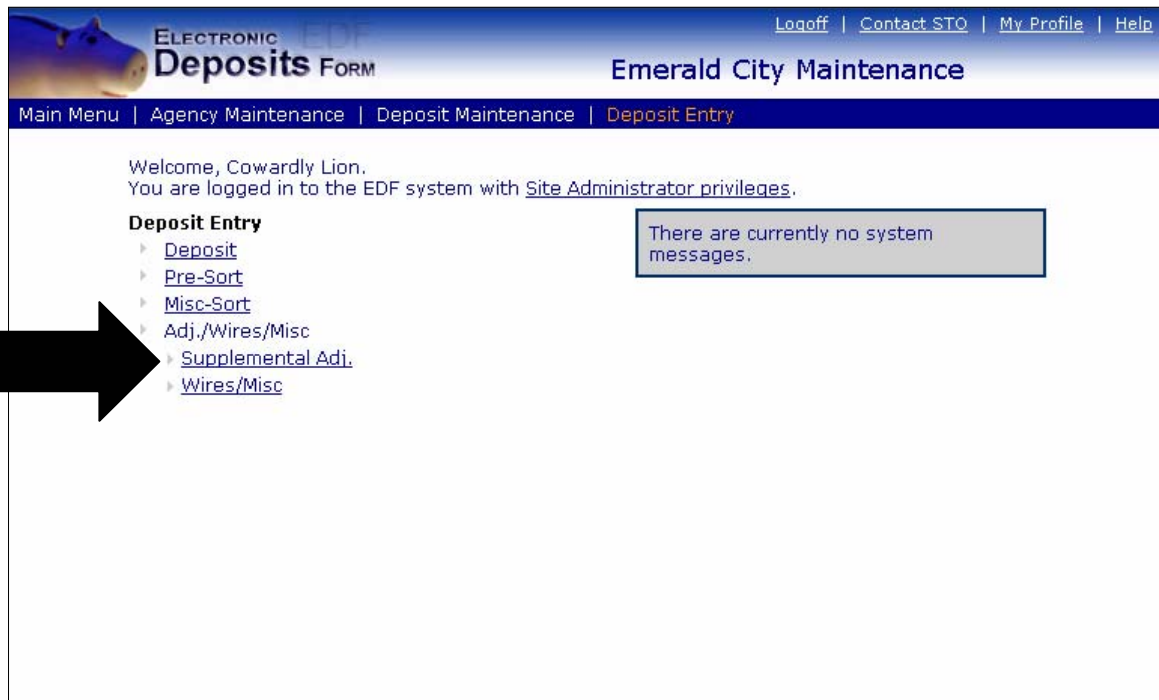
- User
- Supervisor
- Site Administrator

### Purpose of Function:

The main purpose of the Supplemental Adj. Deposit Entry Screens function is to input the information necessary to complete a Supplemental Adj. Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank's reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

**Please Note: The copy to the State Treasurer's Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.**

To access the **Supplemental Adj. Deposit Entry Screen** click on the **Supplemental Adj.** button as shown below.



The following screen will appear:

Session defaults:

- **Account**  
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**  
The default location code for supplemental deposit slips is “SUP”. This cannot be changed.
- **Bank Account**  
(selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**  
(established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Supplemental Adj. deposits is Bankstamp. This data will remain constant until changed by the user. **This is a required field.**
5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be backdated up to 6 months or post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.**
6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**
7. Adj, Wires, & Misc – This field is for supplemental deposit adjustments. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.99. You must enter a decimal when keying “cents.” **For Supplemental Adj. deposits, this is a required field.**
8. Total Deposit – This field is the total amount of the deposit, which should match the Adj./Wire/Misc. amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**

Once the Total Deposit is entered and saved, the system will compare the amount in the Adj./Wire/Misc. field to the Total Deposit Amount entered by the user. If they do not match an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.

The screenshot shows a web application interface for "Electronic Deposit Form" within the "Emerald City Maintenance" system. The interface includes a navigation bar with links like "Main Menu", "Agency Maintenance", "Deposit Maintenance", and "Deposit Entry". A large black arrow points to a Microsoft Internet Explorer error dialog box that has appeared over the form. The dialog box contains a yellow warning icon and the text: "The Deposit Total (6.00) does not match the amounts entered (3.00).". Below the form, there are buttons for "Hold/Save/Print", "Hold/Save", and "Reset".

**Electronic Deposit Form**  
Emerald City Maintenance

Logoff | Contact STO | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

**Microsoft Internet Explorer**

The Deposit Total (6.00) does not match the amounts entered (3.00).

OK

BANK ACCOUNT: UNION-06

☒ BANKSTAMP (Default)  
☐ COURIER ☐ NIGHT DEPOSIT ☐ MAIL

DATE DEPOSITED: 5/26/2005

SIGNATURE: CLsite

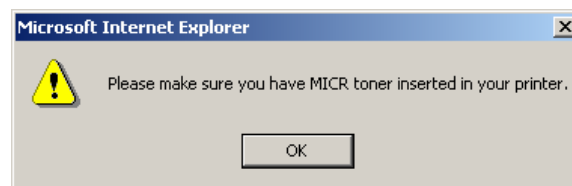
ADJ., WIRES, MISC. \$ 3.00

**TOTAL DEPOSIT** \$ 6.00

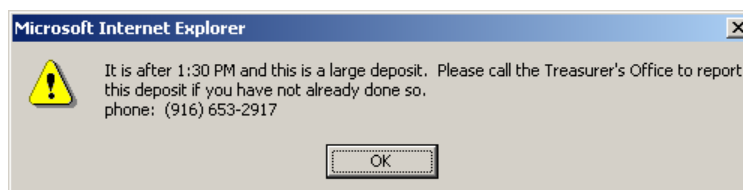
Hold/Save/Print Hold/Save Reset

After the user verifies all the information entered in the Supplemental Adj. Enter Deposit Form they may click on one of the following three options:

- 1) **Hold/Save/Print:** This option when selected will save the deposit information to the database, will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by the supervisor or site administrator in the Deposits Manager function. Each day, STO Bank Rec staff will review bank data to determine when supplemental deposits have been credited to the State’s account. The designated staff at each agency will be notified when bank credit has been processed for supplemental deposits and instructed to change the deposit status from “Hold” to “Transferable.” The system will then take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**



If you are keying a large dollar supplemental deposit, late in the afternoon, you will receive this reminder:





- 2) **Hold/Save:** This option when selected will save the deposit information to the database, will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by the supervisor or site administrator in the Deposits Manager function. Each day, STO Bank Rec staff will review bank data to determine when supplemental deposits have been credited to the State’s account. The designated staff at each agency will be notified when bank credit has been processed for supplemental deposits and instructed to change the deposit status from “Hold” to “Transferable.”
- 3) **Reset:** This option when selected will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

**Please Note:** The Supplemental Adj. Report of Deposit Form can be accessed and utilized by all state agencies. This form will be used to make supplemental report of deposit forms per SAM Section 8033.3. This form replaces the Adj./Wires/Misc. section on the paper report of deposit form. Supplemental Adj. deposit forms can be accessed for any Centralized Treasury System (CTS) Bank the agency has activated on their EDF program.

## Wires/Misc. Deposit Entry:

### Security clearance required:

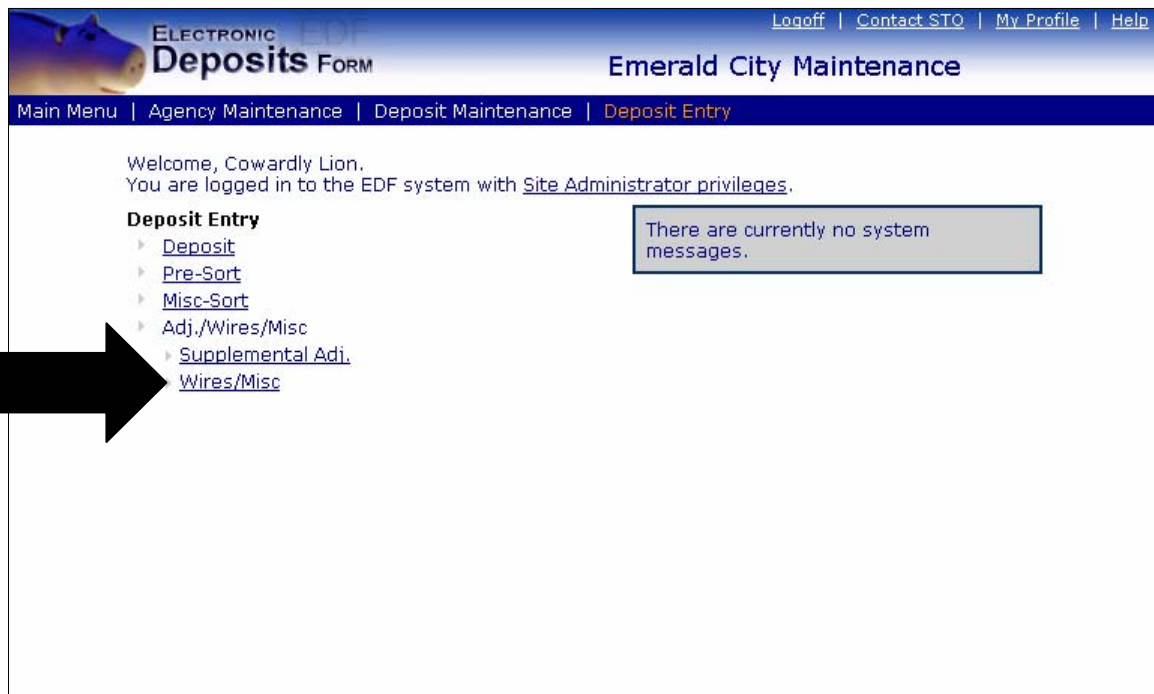
- User
- Supervisor
- Site Administrator

### Purpose of Function:

The main purpose of the Wires/Misc. Deposit Entry Screen function is to input the information necessary to complete a Wires/Misc. Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank's reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

**Please Note:** The copy to the State Treasurer's Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the **Wires/Misc. Deposit Entry Screen** click on the **Wires/Misc.** button as shown below.



The following screen will appear:

Electronic Deposits Form  
Emerald City Maintenance

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Deposit Entry > Adjustment Deposit

ACCOUNT / LOCATION 333 WOZ

FOR AGENCY USE

BANK ACCOUNT UNION-06

☒ BANKSTAMP (Default) ☐ COURIER ☐ NIGHT DEPOSIT ☐ MAIL

DATE DEPOSITED 7/27/2004

SIGNATURE CLsite

Wires/Misc.

ADJ., WIRES, MISC.	\$ 0.00
TOTAL DEPOSIT	\$ 0.00

Save/Print Save/No Print Hold/Save Reset

Session defaults:

- **Account**  
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**  
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Bank Account**  
(selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**  
(established under Site Admin/Agency Maintenance/User Manager/UserID)

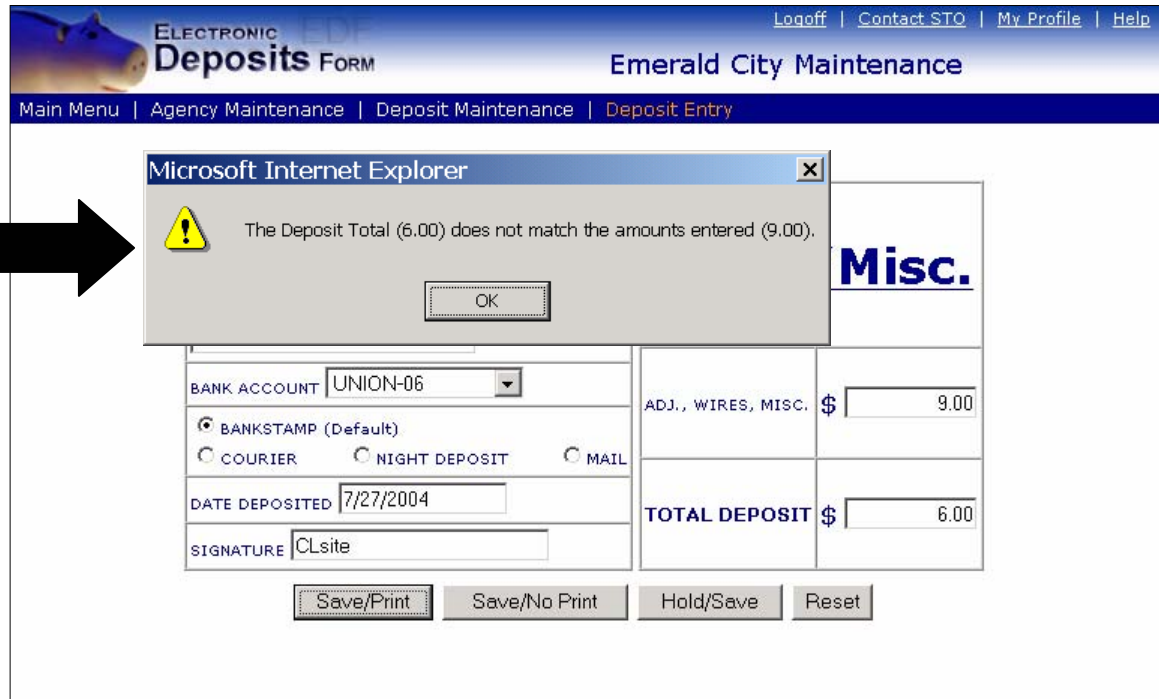
To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the "For Agency Use" (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Wires/Misc. deposits is Bankstamp. This data will remain constant until changed by the user. **This is a required field.**
5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be backdated up to 6 months or post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.**
6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**
7. Adj, Wires, & Misc – This field is for wires and any other amounts not suited for the other fields. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.99. You must enter a decimal when keying “cents.” **For Wires/Misc. deposits, this is a required field.**
8. Total Deposit – This field is the total amount of the deposit, which should match the Adj./Wire/Misc. amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**

Once the Total Deposit is entered and saved, the system will compare the amount in the Adj./Wire/Misc. field to the Total Deposit amount entered by the user. If they do not match an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.



The screenshot shows a web browser window titled "Microsoft Internet Explorer" displaying the "Electronic Deposits FORM" for "Emerald City Maintenance". The page has a blue header with navigation links: "Logoff", "Contact STO", "My Profile", and "Help". Below the header is a menu bar with "Main Menu", "Agency Maintenance", "Deposit Maintenance", and "Deposit Entry". The main content area contains a form with the following fields:

- BANK ACCOUNT: UNION-06
- ☒ BANKSTAMP (Default)
- ☐ COURIER
- ☐ NIGHT DEPOSIT
- ☐ MAIL
- DATE DEPOSITED: 7/27/2004
- SIGNATURE: CLsite
- ADJ., WIRES, MISC. \$: 9.00
- TOTAL DEPOSIT \$: 6.00

A yellow warning icon with an exclamation mark is displayed in the top left of the form area, with a large black arrow pointing to it. The error message reads: "The Deposit Total (6.00) does not match the amounts entered (9.00).". Below the message is an "OK" button. At the bottom of the form are four buttons: "Save/Print", "Save/No Print", "Hold/Save", and "Reset".

After the user verifies all the information entered in the Wires/Misc. Enter Deposit Form they may click on one of the following four options:

Electronic Deposits Form  
Emerald City Maintenance

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Deposit Entry > Adjustment Deposit

ACCOUNT / LOCATION 333 WWOZ

FOR AGENCY USE

BANK ACCOUNT UNION-06

☒ BANKSTAMP (Default)  
☐ COURIER ☐ NIGHT DEPOSIT ☐ MAIL

DATE DEPOSITED 7/27/2004

SIGNATURE CLsite

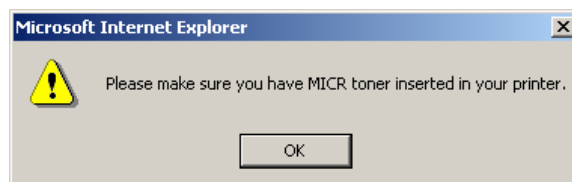
**Wires/Misc.**

ADJ., WIRES, MISC. \$ 9.00

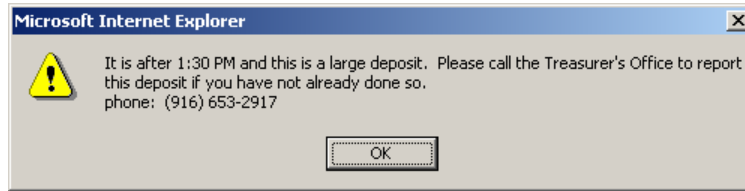
TOTAL DEPOSIT \$ 9.00

Save/Print Save/No Print Hold/Save Reset

- 1) **Save/Print:** This option when selected will save the deposit information to the database, assign the deposit a transferable status "T" (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**



If you are keying a large dollar deposit, late in the afternoon, you will receive this reminder:



- 2) **Save/No Print:** This option when selected will save the deposit information to the database; will assign the deposit a transferable status "T" (unless it is post-dated); however will not print the form.
- 3) **Hold/Save:** This option when selected will save the deposit information to the database, will assign it a status of "H" for hold which will not allow the deposit to be transferred until the status has been updated by the supervisor or site administrator in the Deposits Manager function.
- 4) **Reset:** This option when selected will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

**Please Note: The Wires/Misc. Report of Deposit Form can be accessed and utilized by all state agencies. This form will be used in making deposits that do not fit under the categories of currency, coin or checks. This form replaces the Adj./Wires/Misc. section on the paper report of deposit form. Wires/Misc. deposit forms can be accessed for any Centralized Treasury System (CTS) Bank the agency has activated on their EDF program.**



## DEPOSIT MAINTENANCE - DEPOSITS MANAGER

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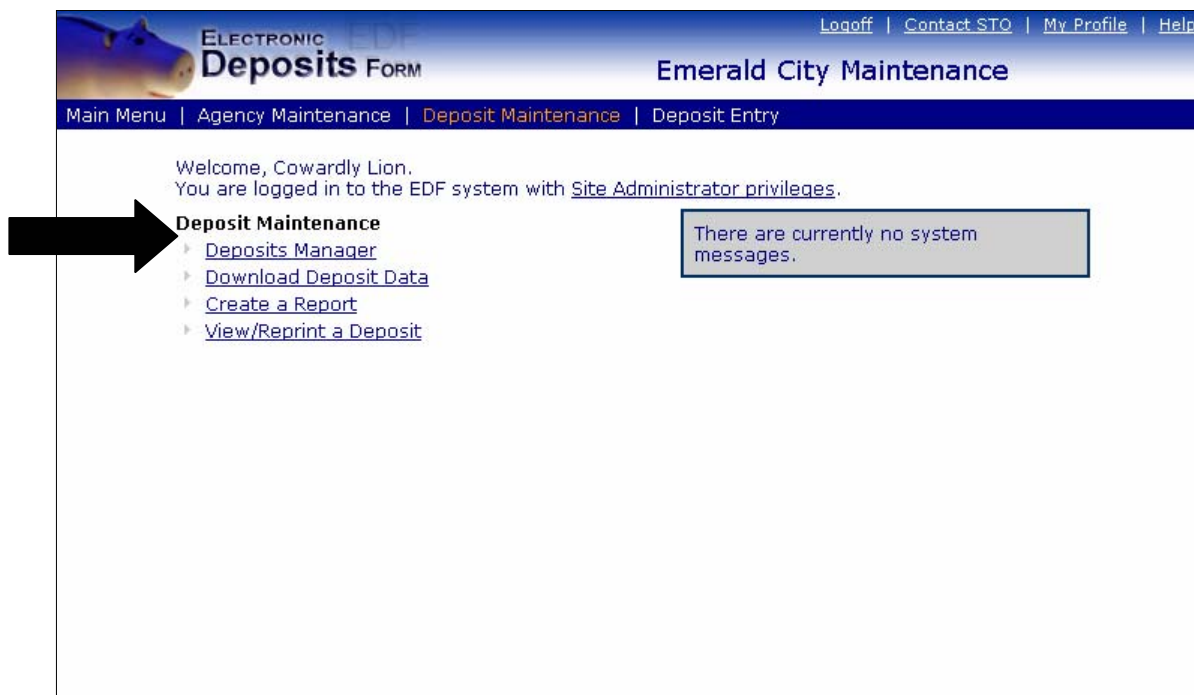
**Security clearance required:**

- Supervisor
- Site Administrator

**Purpose of Function:**

The main purpose of the Deposit Manager function is to query, update, or re-print deposits that have not been transmitted to STO.

To access the Deposits Manager function under the Site Administrator or Supervisor's Function, click on the command button listed under Deposit Maintenance as shown below.



The following screen will appear:

**ELECTRONIC EDP Deposits FORM** Logoff | Contact STO | My Profile | Help

**Emerald City Maintenance**

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

[Deposit Maintenance >](#)

## Deposit Manager

[View list of all pending deposits.](#)

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**Search for a Deposit:**

<b>By Deposit Number:</b> <input type="text"/> <input type="button" value="Search"/>	<b>By Bank Number:</b> <input type="text"/> <input type="button" value="Search"/>	<b>By Total Deposit Amount:</b> <input type="text"/> <input type="button" value="Search"/>	<b>By Location:</b> <input type="text"/> <input type="button" value="Search"/>
---	--	---	---

---

Deposits that have not been transmitted can be accessed from this screen and corrections/updates can be made.

You may search for a deposit by clicking on the "[View list of all pending deposits](#)" option, OR you may search for deposits by the following four criteria:

- By deposit number
- By bank number
- By total deposit amount
- By location

For example, when querying a deposit by deposit serial number, input the serial number, and the query will display all deposits not yet transmitted with that serial number. See the example below:

**ELECTRONIC EDP Deposits FORM** Logoff | Contact STO | My Profile | Help

**Emerald City Maintenance**

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

[Deposit Maintenance >](#)

## Deposit Manager

[View list of all pending deposits.](#)

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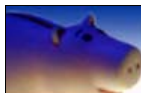
**Search for a Deposit:**

<b>By Deposit Number:</b> <input type="text" value="1555000005"/> <input type="button" value="Search"/>	<b>By Bank Number:</b> <input type="text"/> <input type="button" value="Search"/>	<b>By Total Deposit Amount:</b> <input type="text"/> <input type="button" value="Search"/>	<b>By Location:</b> <input type="text"/> <input type="button" value="Search"/>
--	--	---	---

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Deposit Number	Location	Bank	Deposit Total	Entered By	Status
<a href="#">1555000005</a>	EM	WELLS-09	\$75.00	CLsite	Hold
<a href="#">1555000005</a>	SUP	US BANK (PS)-11	\$9.00	CLsite	Hold

The following screen will be displayed after selecting one of the two deposits listed:



[Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

[Deposit Maintenance](#) > Deposit Manager

## Deposit Manager - Edit

**Deposit Number:** 1555000005 | **Deposit Status:** Hold | **Deposit Type:** D

<table style="width: 100%;"> <tr> <td colspan="2">ACCOUNT / LOCATION 555 / EM</td> </tr> <tr> <td colspan="2">FOR AGENCY USE:</td> </tr> <tr> <td style="width: 50%;">Uncle Henry</td> <td style="width: 50%;"></td> </tr> <tr> <td>Emerald City</td> <td></td> </tr> <tr> <td>Oz - 8888-444</td> <td></td> </tr> <tr> <td colspan="2">BANK ACCOUNT: 09 (WELLS-09)</td> </tr> <tr> <td>TRANSPORT:</td> <td>Bankstamp (Default)</td> </tr> <tr> <td>DATE DEPOSITED:</td> <td>4/7/2004</td> </tr> <tr> <td>SIGNATURE:</td> <td>DLC</td> </tr> </table>	ACCOUNT / LOCATION 555 / EM		FOR AGENCY USE:		Uncle Henry		Emerald City		Oz - 8888-444		BANK ACCOUNT: 09 (WELLS-09)		TRANSPORT:	Bankstamp (Default)	DATE DEPOSITED:	4/7/2004	SIGNATURE:	DLC	<table style="width: 100%;"> <tr> <td style="width: 50%;">CURRENCY ONLY</td> <td style="width: 50%; text-align: right;">50.00</td> </tr> <tr> <td>COIN ONLY</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>CHECKS</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>ITEM COUNT:</td> <td style="text-align: right;">1</td> </tr> <tr> <td><b>TOTAL DEPOSIT</b></td> <td style="text-align: right;"><b>75.00</b></td> </tr> </table>	CURRENCY ONLY	50.00	COIN ONLY	0.00	CHECKS	25.00	ITEM COUNT:	1	<b>TOTAL DEPOSIT</b>	<b>75.00</b>
ACCOUNT / LOCATION 555 / EM																													
FOR AGENCY USE:																													
Uncle Henry																													
Emerald City																													
Oz - 8888-444																													
BANK ACCOUNT: 09 (WELLS-09)																													
TRANSPORT:	Bankstamp (Default)																												
DATE DEPOSITED:	4/7/2004																												
SIGNATURE:	DLC																												
CURRENCY ONLY	50.00																												
COIN ONLY	0.00																												
CHECKS	25.00																												
ITEM COUNT:	1																												
<b>TOTAL DEPOSIT</b>	<b>75.00</b>																												

Save | [Reprint Deposit](#) | [Check Audit Trail](#)

### Editable fields:

- FAU Lines One through 3
- Transport method (via the drop-down menu)
- Date Deposited
- Signature
- Currency only (**Regular Deposit Only**)
- Coin only (**Regular Deposit Only**)
- Adj., Wires, Misc. (**Supplemental or Wires/Misc. Deposits Only**)
- Checks
- Item count (checks)
- Total Deposit
- Status Change (Transmit, Hold, Void)


### Fields that can't be edited:

- Deposit number
- Agency Account Number
- Agency Location
- Deposit type

### Functions:

- **Save** (once the deposit data has been updated and/or the status changed, click on the SAVE button. The deposit information will now be changed in the database).
- **Re-print** – deposits can be re-printed from this function, either with or without changes being made.
- **Check Audit Trail** (selecting this option will show all changes made to a selected deposit):

Following is an example of a deposit audit trail:



ELECTRONIC  
**Deposits** FORM

Logoff | Contact STO | My Profile | Help

Emerald City Maintenance

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

[Return to previous](#)

### Audit Trail

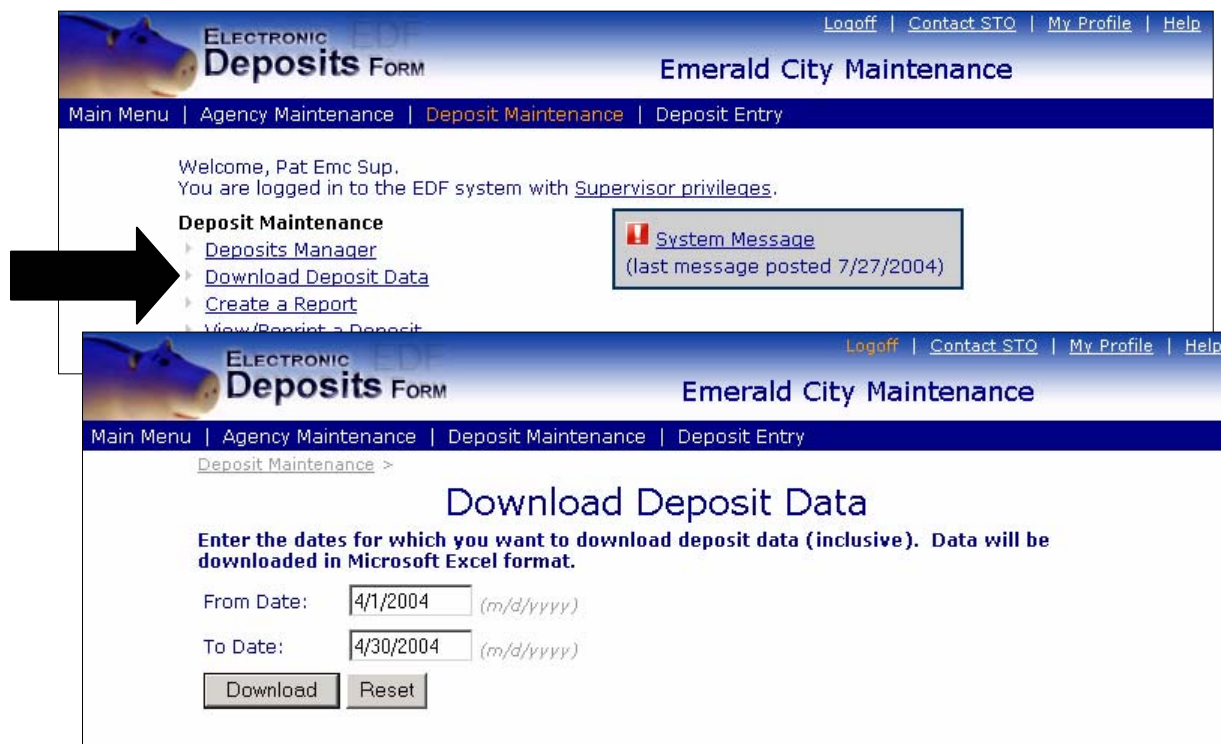
**Deposit: 1555000005**

Date of Action	Action	Entered By	Change
4/5/2004 12:26:30 PM	Edit	CLsite	Currency Change (\$75.00 to \$50.00) Deposit Total Change (\$100.00 to \$75.00) Date Change (4/5/2004 to 4/7/2004) Signature Change (CLsite to DLC) FAU Line 1 Change (Auntie Road to Uncle Henry) FAU Line 2 Change ( to Emerald City) FAU Line 3 Change ( to Oz - 8888-444) Status Change (Transmit to Hold)

## DEPOSIT MAINTENANCE: DOWNLOAD DEPOSIT DATA

This function allows you to download deposit data stored on the web site and save it as a Microsoft Excel file on your PC. The resulting Excel spreadsheet will contain all deposits entered into EDF within the specified date range.

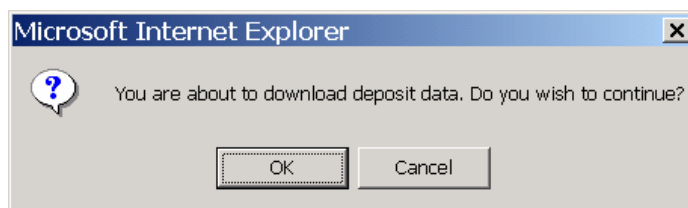
**Please Note:** The date criteria are not based on the Deposit Date field of the deposit, but rather the actual date the deposit was entered in EDF.



The screenshot shows the 'Electronic EDF Deposits FORM' interface for 'Emerald City Maintenance'. The top navigation bar includes links for 'Logoff', 'Contact STO', 'My Profile', and 'Help'. The main menu includes 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'Deposit Maintenance' section is expanded, showing options: 'Deposits Manager', 'Download Deposit Data' (highlighted with a large black arrow), 'Create a Report', and 'View/Reprint a Deposit'. A 'System Message' box indicates the last message was posted on 7/27/2004. Below the main menu, the 'Download Deposit Data' page is displayed, featuring a form to enter dates for downloading deposit data in Microsoft Excel format. The form includes 'From Date' (4/1/2004) and 'To Date' (4/30/2004) fields, both with '(m/d/yyyy)' format hints. 'Download' and 'Reset' buttons are at the bottom of the form.

### From and To Date Fields:

- Use m/d/yyyy or m-d-yyyy format
- If you do not enter a date, the current date is assumed
- You should receive the following confirmation message.



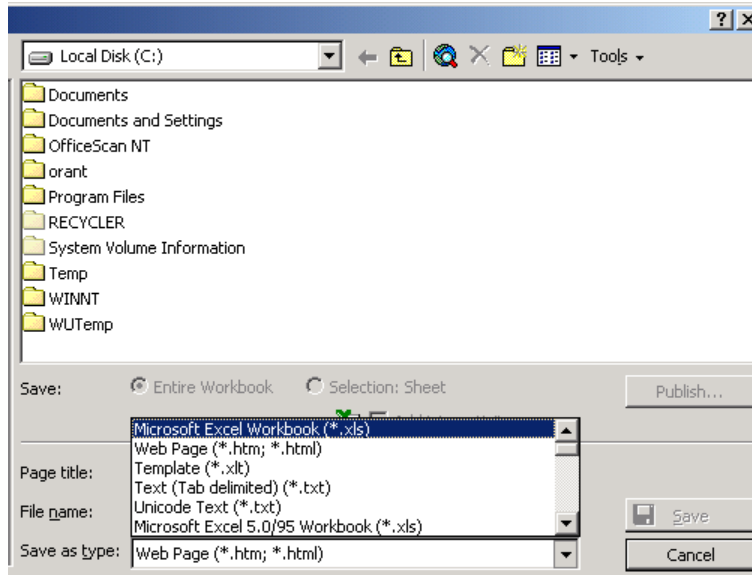
## Download to Excel:

After clicking the Download button, an Excel spreadsheet will open.

[illegible]

You can save the spreadsheet by selecting **File > Save As** from the menu.

**Please Note: Be sure to change the Save as type to Microsoft Excel Workbook**



If there are no deposits in the date range entered, you will receive a blank Excel spreadsheet.

[illegible]

## Downloaded Fields:

The following fields are downloaded:

- (Agency) Account Number
- Location
- (STO) Bank Number
- Deposit Number
- Deposit Date

- Deposit Type
  - A = Adjustment
  - D = Regular Deposit
  - P = Pre-Sort
  - M = Misc-Sort
- Signature Line (usually the UserID)
- For Agency Use Lines 1-3
- Currency Amount
- Coin Amount
- Adj., Wires, and Misc
- Check Amount
- Check Count
- Deposit Total
- Status (as of date/time downloaded)
  - Transmit – valid deposit not yet downloaded to STO system
  - Void – deposit has been voided
  - Hold – deposit has been placed on hold
  - Future-Dated – deposit has been post-dated
  - Complete – deposit already downloaded to STO system
- Date Entered
- Keyed By (UserID)

## DEPOSIT MAINTENANCE: VIEW/REPRINT A DEPOSIT

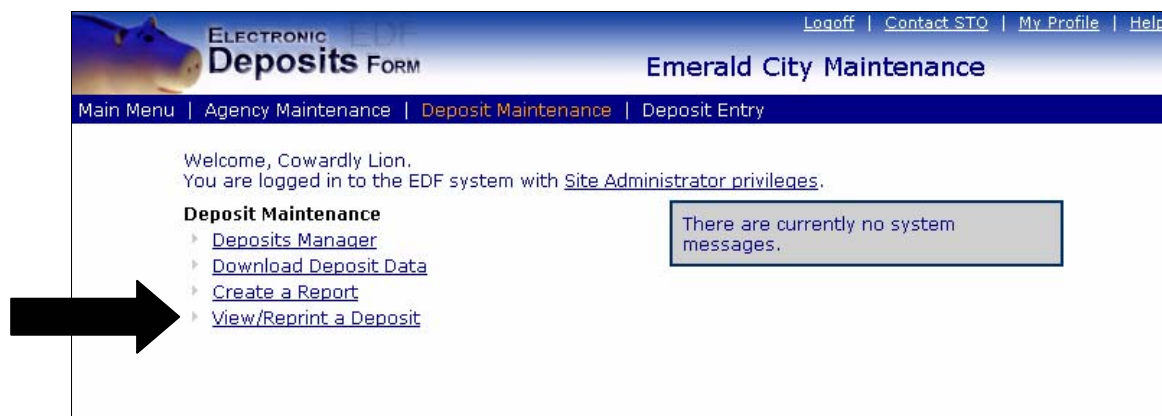
### Security clearance required:

- Viewer
- User
- Supervisor
- Site Administrator

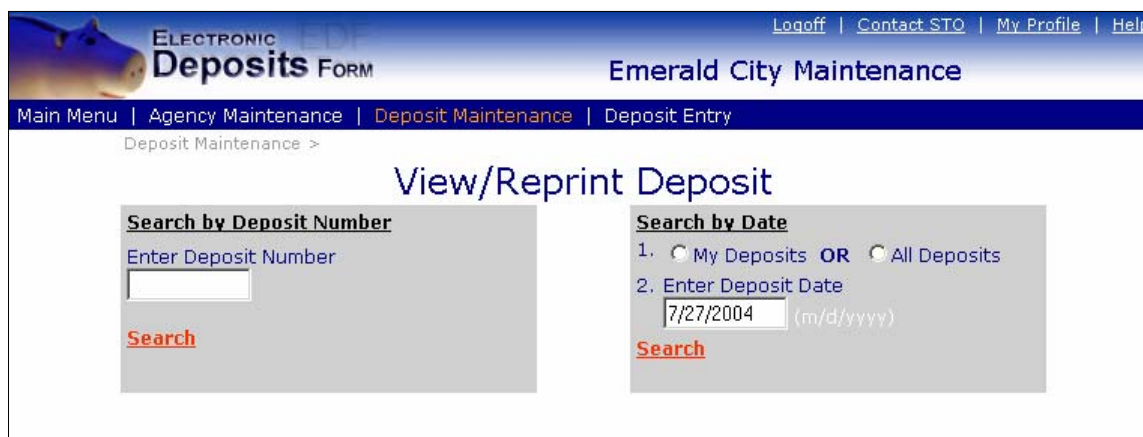
### Purpose of Function:

The main purpose of this function is to query and reprint deposit forms.

To access the View/Reprint function under the Deposit Maintenance function, click on the command button listed under Deposit Maintenance as shown below.



The following screen will appear:



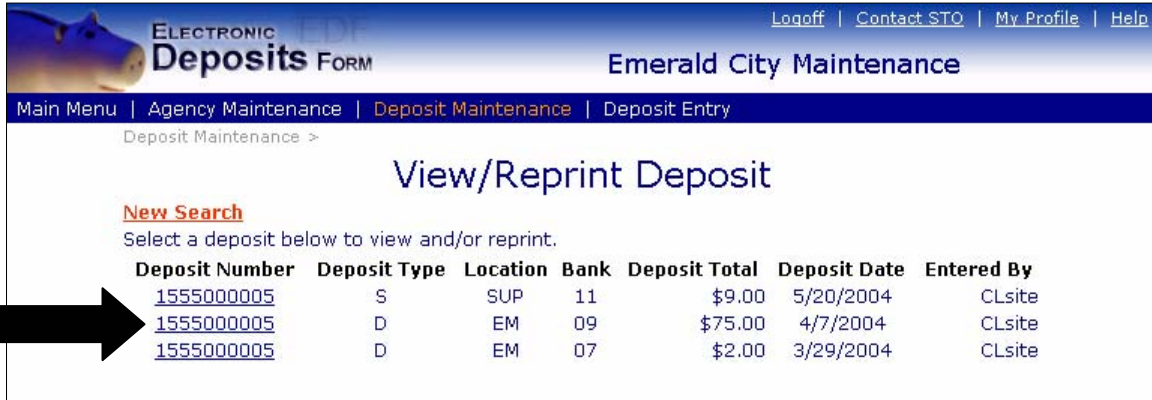
### Search Criteria:

- By deposit number
- By date



## Searching by Deposit Number

To search by deposit number you must enter the 10-digit deposit serial number, then select search. When you select search the following screen will appear:



**ELECTRONIC EDP Deposits FORM** [Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)


Deposit Maintenance >

### View/Reprint Deposit

**New Search**  
Select a deposit below to view and/or reprint.

Deposit Number	Deposit Type	Location	Bank	Deposit Total	Deposit Date	Entered By
<a href="#">1555000005</a>	S	SUP	11	\$9.00	5/20/2004	CLsite
<a href="#">1555000005</a>	D	EM	09	\$75.00	4/7/2004	CLsite
<a href="#">1555000005</a>	D	EM	07	\$2.00	3/29/2004	CLsite

By clicking on a specific deposit, the following screen will be displayed:



**ELECTRONIC EDP Deposits FORM** [Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

Deposit Maintenance > View/Reprint Deposit

### Deposit Viewer

**Deposit Number: 1555000005 | Deposit Status: Hold | Deposit Type: D**

ACCOUNT / LOCATION 555 / EM	CURRENCY ONLY	50.00
FOR AGENCY USE: Uncle Henry Emerald City Oz - 8888-444	COIN ONLY	0.00
BANK ACCOUNT: 09 (WELLS-09)	CHECKS	25.00
TRANSPORT: Bankstamp	ITEM COUNT: 1	
DATE DEPOSITED: 4/7/2004	<b>TOTAL DEPOSIT</b>	<b>\$75.00</b>
SIGNATURE: DLC		

[Reprint Deposit](#) | [Check Audit Trail](#)

From this screen you can select the reprint or check audit trail functions for this deposit.

## Searching by Date

To search by date you must select **My Deposits OR All Deposits**, then enter the desired date and select search. When you select search the following screen will appear:

The screenshot shows the 'Electronic Deposits Form' interface for 'Emerald City Maintenance'. The top navigation bar includes links for 'Logoff', 'Contact STO', 'My Profile', and 'Help'. Below this is a menu bar with 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance' (highlighted), and 'Deposit Entry'. The breadcrumb trail shows 'Deposit Maintenance >'. The main heading is 'View/Reprint Deposit'. A 'New Search' link is present, followed by the instruction 'Select a deposit below to view and/or reprint.' Below this is a table listing four deposits.

Deposit Number	Deposit Type	Location	Bank	Deposit Total	Deposit Date	Entered By
<a href="#">1333000002</a>	D	WOZ	07	\$98.00	4/5/2004	CLsite
<a href="#">1333000008</a>	A	WOZ	06	\$753.00	4/5/2004	CLsite
<a href="#">1333000008</a>	M	WOZ	03	\$753.00	4/5/2004	CLsite
<a href="#">1777000001</a>	P	EM	01	\$654.00	4/5/2004	CLsite

By clicking on a specific deposit, the following screen will be displayed:

The screenshot shows the 'Deposit Viewer' screen for deposit number 1333000008. The top navigation bar and menu bar are identical to the previous screen. The breadcrumb trail shows 'Deposit Maintenance > View/Reprint Deposit'. The main heading is 'Deposit Viewer'. Below this, the deposit details are displayed: 'Deposit Number: 1333000008 | Deposit Status: Complete (Received at STO) | Deposit Type: A'. The screen is divided into two main sections. The left section contains a table with fields for 'ACCOUNT / LOCATION 333 / WOZ', 'FOR AGENCY USE:', 'BANK ACCOUNT: 06 (UNION-06)', 'TRANSPORT: Bankstamp', 'DATE DEPOSITED: 4/5/2004', and 'SIGNATURE: CLsite'. The right section contains a large box labeled 'Wires/Misc.' and a table with two rows: 'ADJ., WIRES, MISC.' with a value of '753.00' and 'TOTAL DEPOSIT' with a value of '\$753.00'. At the bottom, there are two links: 'Reprint Deposit' and 'Check Audit Trail'.

Deposit Number	Deposit Status	Deposit Type
1333000008	Complete (Received at STO)	A

ACCOUNT / LOCATION	333 / WOZ
FOR AGENCY USE:	
BANK ACCOUNT:	06 (UNION-06)
TRANSPORT:	Bankstamp
DATE DEPOSITED:	4/5/2004
SIGNATURE:	CLsite

Wires/Misc.	
ADJ., WIRES, MISC.	753.00
TOTAL DEPOSIT	\$753.00

[Reprint Deposit](#) | [Check Audit Trail](#)

From this screen you can select the reprint or check audit trail functions for this deposit.

## DEPOSIT MAINTENANCE: CREATE A REPORT

Security clearance required:

- Viewer
- User
- Supervisor
- Site Administrator



**ELECTRONIC EDF Deposits FORM** [Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

Welcome, Pat Emc Sup.  
You are logged in to the EDF system with [Supervisor privileges](#).

**Deposit Maintenance**

- ▶ [Deposits Manager](#)
- ▶ [Download Deposit Data](#)
- ▶ [Create a Report](#)
- ▶ [View/Reprint a Deposit](#)

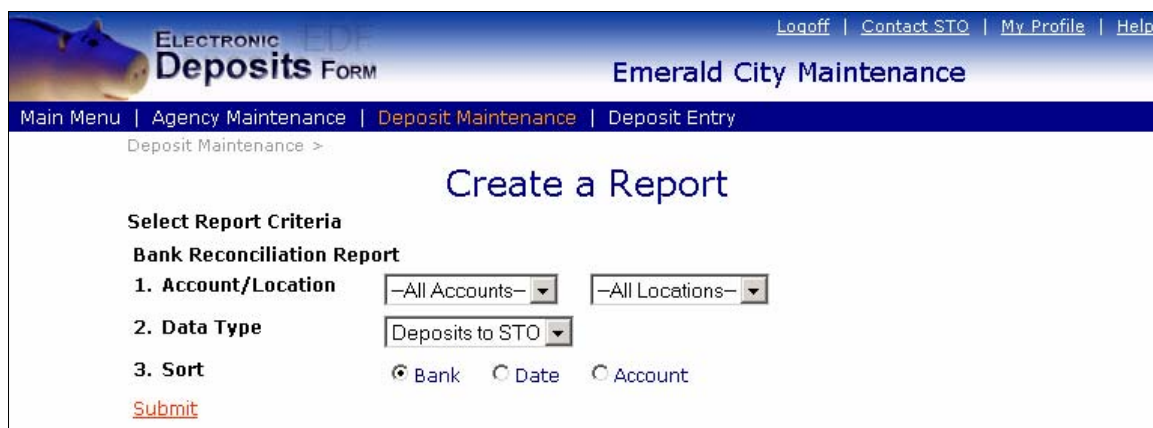
 [System Message](#)  
(last message posted 7/27/2004)

### Purpose of Function:

The main purpose of this function is to create reports based on the following criteria:

- Account/Location
- Data Type
- Date Range (for History only)
- Include (for History only)
- Sort

**Please note:** The Date Range criteria are not based on the Deposit Date field of the deposit, but rather the actual date the deposit was entered in EDF.



**ELECTRONIC EDF Deposits FORM** [Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

Deposit Maintenance >

### Create a Report

**Select Report Criteria**

**Bank Reconciliation Report**

1. **Account/Location**       

2. **Data Type**   

3. **Sort**    ☒ Bank    ☐ Date    ☐ Account

[Submit](#)

- **Account/Location**

These fields are tied together so that you can only enter valid Account/Location combinations. These combinations are set using Agency Maintenance > Agency Manager. The default for these fields are “All Accounts” and “All Locations”

- **Data Type**

These fields filter out the following:

- Deposits to STO – This will report all deposits that are currently in Transmit status (have not yet been transmitted to STO).
- Pending – This will report all deposits that are currently on hold, post-dated, or were voided since the last EDF transmission (daily at 2:00 pm).

- **History** – This will report all deposits in Complete status (have been uploaded by STO) or that were voided before the last EDF transmission (daily at 2:00 pm).

**The following fields appear when you select History**

- **Date Range**

If no date is entered in the “From” field, it will assume the current date. The “To” field is pre-filled with the current date, but can be changed to any date.

- **Include**

Valid Deposits Only – Report will only include deposits that were not voided.

Voided Deposits Only – Report will only include deposits that were voided.

Both Valid and Voided Deposits – Report will include both valid and voided deposits.

**ELECTRONIC EDF Deposits FORM** [Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

**Emerald City Maintenance**

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[Deposit Maintenance](#) >

## Create a Report

**Select Report Criteria**

**Bank Reconciliation Report**

1. **Account/Location** –All Accounts– –All Locations–

2. **Data Type** History


2.1 **Date Range** From  (m/d/yyyy) To  7/29/2004 (m/d/yyyy)

2.2 **Include** Valid Deposits Only

3. **Sort** ☒ Bank ☐ Date ☐ Account

[Submit](#)

- **Sort**  
You can have the report sort by Bank, Date or Account. Subtotals are created for each break in the sort.



ELECTRONIC

EDF

Deposits FORM

Logoff

Contact STO

My Profile

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Emerald City Maintenance

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Deposit Entry

Deposit Maintenance > Create a Report > Send this report to Excel

Today's Totals


Multiple Account / Multiple Location Report by Bank

7/29/2004

Account Number	Location	Bank	Date	Deposit Number	Type*	User ID	Currency	Coin	Adj, Wires, And Misc	Check Count	Check Amount	Total Amount	Status**
555	WOZ	BOFA UI-04	7/22/2004	1555000003	D	CLsite	951.00	0.00	0.00	3	9.00	960.00	T
777	WOZ		7/22/2004	1777000001	D	CLsite	658.00	3.00	0.00	3	3.00	664.00	T
Number of Deposits:			2				\$1,609.00	\$3.00	\$0.00	6	\$12.00	\$1,624.00	
777	EM	UNION-06	7/22/2004	1777000001	D	CLsite	0.00	654.00	0.00	0	0.00	654.00	T
Number of Deposits:			1				\$0.00	\$654.00	\$0.00	0	\$0.00	\$654.00	
333	WOZ	CB&T-07	7/22/2004	1333000003	D	CLsite	69.00	0.00	0.00	1	9.00	78.00	T
Number of Deposits:			1				\$69.00	\$0.00	\$0.00	1	\$9.00	\$78.00	
555	WOZ	WA BANK-10	7/22/2004	1555000002	A	CLsite	0.00	0.00	65.00	0	0.00	65.00	T
Number of Deposits:			1				\$0.00	\$0.00	\$65.00	0	\$0.00	\$65.00	

<b>Account/Location:</b>	All Accounts All Locations
<b>Data Type:</b>	Deposits to STO
<b>Sort:</b>	Bank





[Logoff](#) | [Contact STO](#) | [My Profile](#) | [Help](#)

Emerald City Maintenance

[Main Menu](#) | [Agency Maintenance](#) | [Deposit Maintenance](#) | [Deposit Entry](#)

[Deposit Maintenance](#) > [Create a Report](#) > [Send this report to Excel](#)

Exceptions

Account 333 / Location WOZ Report by Bank

As of 7/29/2004

Account Number	Location	Bank	Date	Deposit Number	Type*	User ID	Currency	Coin	Adj, Wires, And Misc	Check Count	Check Amount	Total Amount	Status**
333	WOZ	BOFA (MS)-03	3/25/2004	1333000004	M	CLsup	0.00	0.00	0.00	8	62.00	62.00	H
Number of Deposits:			1				\$0.00	\$0.00	\$0.00	8	\$62.00	\$62.00	
333	WOZ	BOFA UI-04	3/25/2004	1333000006	D	CLsup	2.00	0.00	0.00	0	0.00	2.00	H
Number of Deposits:			1				\$2.00	\$0.00	\$0.00	0	\$0.00	\$2.00	
333	WOZ	UNION-06	7/22/2004	1333000011	D	CLsite	741.00	0.00	0.00	0	0.00	741.00	H
Number of Deposits:			1				\$741.00	\$0.00	\$0.00	0	\$0.00	\$741.00	
333	WOZ	CB&T-07	7/22/2004	1333000001	D	CLsup	654.00	2.00	0.00	0	0.00	656.00	H
Number of Deposits:			1				\$654.00	\$2.00	\$0.00	0	\$0.00	\$656.00	
GRAND TOTALS													
Number of Deposits:			4									\$1,461.00	

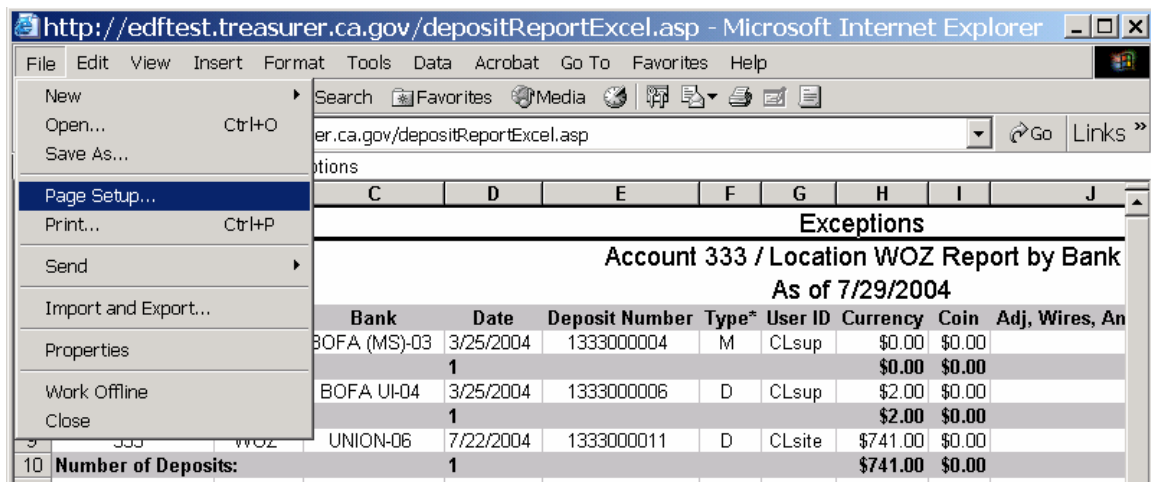
Above is an example of a report with the following criteria:

**Account/Location:** Account 333  
Location WOZ  
**Data Type:** Pending  
**Sort:** Bank

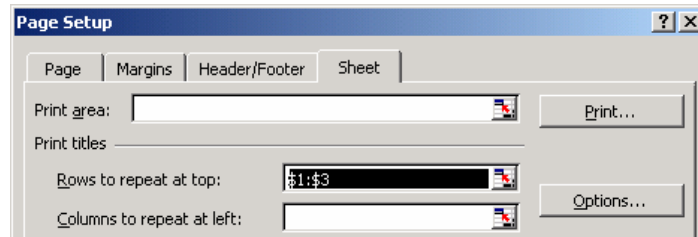
#### Send Report to Excel:

You can click the **Send this report to Excel** link to download the current data into an Excel spreadsheet. One purpose of downloading these reports to Excel is to allow the user to create a repeating header when printing the reports. Once in Excel you can choose the following formatting options to create a more printer-friendly report:

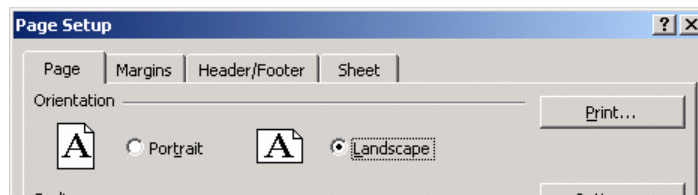
From the File menu, select Page Setup.



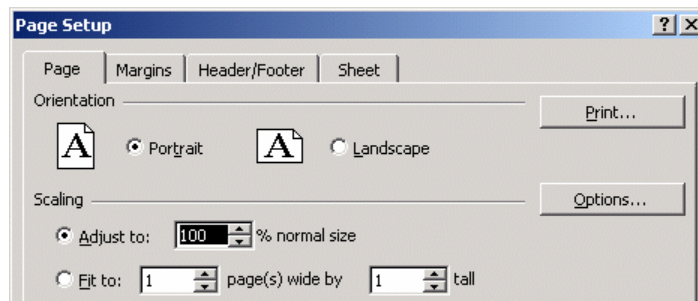
On the Sheet tab, in the Rows to repeat at top field, type \$1:\$3.



On the Page tab, select Landscape for the orientation



Select a Scaling option appropriate for the length of the report



2 banks, 1 account, 3 locations:

### Emerald City Maintenance

Bank: Wizard City Bank (WCB), Munchkin Bank (MB)

Account: 555

Locations: 123, ABC, B15

deposits  
are  
processed  
in the same  
order listed  
below

#### start number based bank/account

account	location (info only)	start #
555	123	WCB 100
555	ABC	
555	B15	
555	123	MB 200
555	ABC	
555	B15	

#### start number based on bank/account/location

account	location	start #
555	123	100
555	ABC	all WCB 200
555	B15	
555	123	400
555	ABC	all MB 500
555	B15	
555	B15	600

acct 555 bank WCB loc 123  
acct 555 bank WCB loc ABC  
acct 555 bank WCB loc B15  
  
acct 555 bank MB loc 123  
acct 555 bank MB loc ABC  
acct 555 bank MB loc B15  
  
acct 555 bank WCB loc B15  
acct 555 bank WCB loc B15  
acct 555 bank MB loc B15

1555000100  
1555000101  
1555000102

1555000200  
1555000201  
1555000202

1555000103  
1555000104

1555000203

1555000100  
1555000200  
1555000300

1555000400  
1555000500  
1555000600

1555000301  
1555000302

1555000601



1 bank, 1 account, 3 locations:

**Emerald City Maintenance**  
**Bank: Wizard City Bank (WCB)**  
**Account: 555**  
**Locations: 123, ABC, B15**

deposits  
are  
processed  
in the same  
order listed  
below

start number based bank/account		
account	location (info only)	start #
555	123	WCB 100
555	ABC	
555	B15	

start number based on bank/account/location		
account	location	start #
555	123	100
555	ABC	all WCB
555	B15	

loc 123  
loc ABC  
loc B15  
loc 123  
loc ABC  
loc B15  
  
loc B15  
loc 123  
loc B15

1555000100  
1555000101  
1555000102  
1555000103  
1555000104  
1555000105  
  
1555000106  
1555000107  
1555000108

1555000100  
1555000200  
1555000300  
1555000101  
1555000201  
1555000301  
  
1555000302  
1555000102  
1555000303

1 bank, 2 accounts, 3 locations:

**Emerald City Maintenance**  
**Bank: Wizard City Bank (WCB)**  
**Accounts: 555, 789**  
**Locations: 123, ABC, B15**

deposits  
are  
processed  
in the same  
order listed  
below

## start number based bank/account

account	location (info only)	bank	start #
555	123	WCB	100
555	ABC		
555	B15		
789	123	WCB	200
789	ABC		
789	B15		

## start number based on bank/account/location

account	location	bank	start #
555	123	only using one bank: WCB	100
555	ABC		200
555	B15		300
789	123		400
789	ABC		500
789	B15		600

acct 555 loc 123  
 acct 555 loc ABC  
 acct 555 loc B15

1555000100  
 1555000101  
 1555000102

1555000100  
 1555000200  
 1555000300

acct 789 loc 123  
 acct 789 loc ABC  
 acct 789 loc B15

1789000200  
 1789000201  
 1789000202

1789000400  
 1789000500  
 1789000600

acct 555 loc B15  
 acct 789 loc 123  
 acct 789 loc B15  
 acct 555 loc ABC  
 acct 555 loc ABC

1555000103  
 1789000203  
 1789000204  
 1555000104  
 1555000105

1555000301  
 1789000401  
 1789000601  
 1555000201  
 1555000202

2 banks, 2 accounts, 3 locations:

## Emerald City Maintenance

Bank: Wizard City Bank (WCB), Munchkin Bank (MB)

Account: 555, 789

Locations: 123, ABC, B15

deposits  
are  
processed  
in the same  
order listed  
below

## start number based bank/account

account	location (info only)	start #
555	123	WCB 10
555	ABC	
555	B15	
555	123	MB 20
555	ABC	
555	B15	
789	123	WCB 30
789	ABC	
789	B15	
789	123	MB 40
789	ABC	
789	B15	

## start number based on bank/account/location

account	location	start #
555	123	100
555	ABC	all WCB 200
555	B15	
555	123	400
555	ABC	all MB 500
555	B15	
789	123	700
789	ABC	all WCB 800
789	B15	
789	123	1000
789	ABC	all MB 2000
789	B15	
789	B15	3000

	WCB		MB		WCB		MB	
	555	789	555	789	555	789	555	789
acct 555 bank WCB loc 123	1555000010				1555000100			
acct 555 bank WCB loc ABC	1555000011				1555000200			
acct 555 bank WCB loc B15	1555000012				1555000300			
acct 555 bank MB loc 123			1555000020				1555000400	
acct 555 bank MB loc ABC			1555000021				1555000500	
acct 555 bank MB loc B15			1555000022				1555000600	
acct 789 bank WCB loc 123		1789000030				1789000700		
acct 789 bank WCB loc ABC		1789000031				1789000800		
acct 789 bank WCB loc B15		1789000032				1789000900		
acct 789 bank MB loc 123				1789000040				1789001000
acct 789 bank MB loc ABC				1789000041				1789002000
acct 789 bank MB loc B15				1789000042				1789003000
acct 555 bank WCB loc B15	1555000013				1555000301			
acct 555 bank WCB loc B15	1555000014				1555000302			
acct 555 bank MB loc B15			1555000023				1555000601	
acct 789 bank MB loc B15				1789000043				1789003001